

# STENO-TYPIST EXAMS OPEN

## Filing Period Starts Today For Permanent Federal Jobs

### Full Increment Bill Passes; Quick O.K. by Dewey Urged

By F. X. CLANCY  
Special to The LEADER

ALBANY, March 19—State employees are looking forward to favorable action by Governor Dewey on a bill, passed by both houses of the Legislature, to liberalize the Feld-Hamilton Law. Signature of the bill before April 1 is important to State employees. As explained by a spokesman for the Association of State

Civil Service Employees, increments are payable on April 1, and if the bill becomes law by that date the employees will obtain immediate benefits.

#### Full Increment Provided

The bill was introduced by Senator Irwin and Assemblyman Lupton at the request of the Association of State Civil Service Employees, which drafted it. The Feld-Hamilton Law would be liberalized by providing full increments upon promotion to a position in an over-lapping grade and give increment credit for service rendered under temporary appointment, upon permanent appointment to position in same occupational service and salary grade.

Employees receiving less than two increments above the maximum of the grade of a former position, for one year or more, shall, upon appointment or promotion, be paid a salary corresponding with the rate of pay immediately above the former rate. Also, the salary of an employee appointed or promoted on or after October 1 in any fiscal year shall,

after the receipt of partial increment, be adjusted.

The Professional Woman's Club of Albany indorsed the bill and sent copies of the resolution to Legislators.

### Patrolman Physical Is Rushed

The physical examination for Patrolman (P.D.) is being rushed by the NYC Civil Service Commission. Mayor O'Dwyer has shown keen interest in having the eligible list out as soon as possible. President Harry W. Marsh of the Commission has promised him "all possible speed." The Mayor smiled appreciatively when he heard that.

One of the difficulties is to obtain use of a very large armory, and the one on Kingsbridge Road, The Bronx, is deemed the only one large enough. It is impossible to obtain it before April 15. However, the request for permission to use the premises has been made to the Armory Board. An early date is sought, because the Commission has to depend on use of the armory, and will have to complete its rating of the written test in time to select the 5,000 who will compete in the physical test.

#### Galston Instructs Aides

The Commission hopes to complete the written rating next month. Work on the rating already has begun. Samuel H. Galston, Executive Director of the Commission, has told the examiners of the necessity for speed. (Continued on Page 8)

### MEN, WOMEN FROM 18 TO 62 ARE ELIGIBLE

Steno Pay \$1,704, Typist \$1,506— Dictation Speed 96 Words a Minute— Typing Test Samples Aid Candidates

By H. J. BERNARD

Examinations for permanent jobs were resumed today, after 4 years, by the U. S. Civil Service Commission with the announcement of tests for Stenographer (CAF-2, \$1,704 a year) and Typist (CAF-1, \$1,506). Overtime pay is extra.

The period for receipt of applications opened today and will continue until 5 p.m. Tuesday, March 26.

#### First Exam Expected on April 22

James E. Rossell, Director of the Second Regional Office of the Commission, in making the announcement for his territory, consisting of the States of New York and New Jersey, said that the first examinations are expected to be held on Monday, April 22. This is only 25 days after the last date for submitting applications and indicates that no time will be lost in getting registers of eligibles established. Written and practical tests will be included in each exam.

The Stenographer and Typist examinations are the first of a long series for filling permanently thousands of jobs in the Federal service.

(Continued on Page 8)

### State Parole Officer Exam Due in April

Special to The LEADER

ALBANY, March 19.—The popular NY State examination for Parole Officer is being planned for April 27 by the Civil Service Commission, to fill 30 present vacancies and other appointments later.

The job pays a starting salary of \$2,400, increasing to \$3,000, plus the war bonus. While the test is open to both men and women, practically all appointments will be of men.

When filing is opened, applications (Continued on Page 10)

### Drop in U. S. Workers Only 4,877 in Month

Special to The LEADER

WASHINGTON, March 19.—The decline in Uncle Sam's payroll slowed sharply during January.

War agencies dropped 31,310 employees during the month. But non-war agencies added 26,443. So your Uncle Sam finished January with a net loss of only 4,877 workers, and a grand total of 2,966,138 on the payroll.

Meantime, however, Administration bigwigs continue to insist this total will be cut to 2,000,000 by July 1.

### All Three Bonus Bills Pass the Legislature

Special to The LEADER

ALBANY, March 19 — The "emergency compensation" bills for State employees of the legislative and judiciary branches, which had been drafted by the Association of State Civil Service Employees and introduced at their request, have passed both houses of the Legislature. They were before Governor Dewey for final action.

A similar bill for departmental employees has also passed both houses, as we previously reported in The LEADER.

The bills grant additional emergency pay, beginning April 1, 1946, to State officers and employees, ranging from 4 to 10 per cent, to constitute cumulative bonus grants of 30 per cent, if pay is less than \$1,500 to 14 per cent if pay is \$4,000 or more; no increase to exceed \$1,000. Also the bills give retroactive pension credit for previous war emergency compensation and provide that the emergency compensation is considered the same as basic salary in any retirement system.



# Senate Drive by Workers Backs 5-10-15 Increments

## Measure That Passed Assembly Meets Some Opposition—Report on Movement of Other Measures Backed by the State Association

Special to The LEADER

ALBANY, March 19—Following is a survey of progress of legislation, important to State employees, through the legislative channels.

[See also individual articles on other bills in this week's LEADER.]

The 5-10-15-year increment bill to employees at the maximum of their grade has passed the Assembly, but faces tough sledding in the Senate. The purpose of the bill is to provide increments every 5 years, to 15 years, for employees who otherwise would get no additional pay, because they are at the grade maximum. Employees are putting up a strong fight for the bill before the Senate.

A bill to change the Nurse Classification to read "Professional" rather than "Graduate," has had a third reading in each house of the Legislature. Another bill, which would provide a salary increase for the Nurses, is meeting opposition.

Bills to extend the Feld-Hamilton Law to Niagara Frontier Authority and to allow other authorities to fix pay in accordance with Feld-Hamilton have been passed by the Senate. Another bill, to extend Feld-Hamilton to Forest Rangers, has passed the Assembly.

The 25-year Retirement Bill is on its third reading in the Senate, but observers do not expect any

25-year retirement bills to be adopted this year.

The Senate has passed a bill to exempt retirement benefits from estate tax on the death of the employee.

The Assembly Pensions Committee has reported a bill to extend for one year the time within which an employee can claim credit for time he was on leave of absence for war work.

Pension Committees of the Senate and Assembly have reported bills to reduce interest on retirement loans to 4 per cent.

**Age Waiver for Vets Passes**

If a State prison Guard was eligible to retire, or was receiving a retirement allowance, his widow, if she had been married for at least 5 years, would receive a pension of \$600, terminating on her remarriage, by a bill which has its third reading in the Assembly.

A bill providing for reinstatement of an employee who resigned to enter military service for the purpose of withdrawing his contributions, from the retirement system; also permitting discretionary reinstatement of employee who resigned during 6 months prior to entering military service, has passed the Senate.

Both houses have passed a bill to exclude the period of military service from the age requirements for any civil service examination, but it has to be repassed in one

house or the other before it can be sent to the Governor.

On its third reading in the Senate is a bill to grant World War II veterans holidays from public jobs on Memorial and Armistice Days.

The Assembly has passed a bill to extend provisions of the overtime pay law to the State parks and parkways.

**6-Day State Police Bill**

The 6-day week for State Police bill is on its third reading in the Assembly.

The Merit Award Bill, to provide for the granting of cash awards and salary increases to employees who show outstanding ability or make meritorious suggestions, has been reported out by the Senate Finance Committee. It has received considerable support, is expected to pass.

A two-year limitation on removals bill, which provides a two-year statute of limitations for removals from the job, has been reported out by the Assembly Civil Service Committee, has passed the Senate.

A bill to grant institution Patrolman the powers of peace officers, off the grounds, has passed the Senate and been reported out by the Assembly Public Institutions Committee.

## Vested-Pension Bill Attracts Wide Interest

Special to The LEADER

ALBANY, March 19—The pension-vesting bill introduced by Senator Wachtel and Assemblyman Knauf is attracting widespread interest. The bill would provide for a retirement allowance on resignation, in cases of a minimum of 5 years of member service. A deferred benefit at age 60 would result. Now any employee who resigns, regardless of length of service, forfeits the pension (State contribution); gets back only his own contribution, with interest.

The bill is one of those introduced at the request of the Association of State Civil Service Employees.

Members of the State Retirement System do not come under the Social Security Act and therefore cannot take with them any pension credit on transferring to other employers. The Federal Retirement System provides for a separation benefit for 5 years along with the lines of the bill. The State Retirement Law already allows a so-called discontinuance benefit, where the employee is forced to terminate services through no fault of his own, after having 20 years of service. The benefit granted is approximately of the same value as under the State bill. Where the member has served for 25 years and is over 50, a much more liberal discontinuance benefit is granted. The above separation benefit would fill the gap for other withdrawing employees. Vesting of pensions, the Association argues, is in line with enlightened policy which recognizes years of service which produce an earned benefit which should not be terminated after a minimum service membership.

**Plea by Tolman**

Dr. Frank L. Tolman, President of the State Association, said:

"Each member should exert himself or herself to bring personally to the Senator or Assemblyman who represents him all factual information as to Association bills and to solicit their active support of each bill.

"We believe firmly that the legislation we are sponsoring will be of value to the State service and to the people of the State, as well as to the employees who may be affected by it. We believe that if members will contact their neighbors and the leaders in their community and explain the ideals and purposes back of each of our bills, public sympathy for the program will develop on all sides. Chapter officers have a particular obligation to be active in their communities."

# Bill to Make \$1,200 Universal Minimum Is Urged Upon Dewey

Special to The LEADER

ALBANY, March 19—The Barrett bill to bring up to \$1,200 minimum the relatively few State employees still employed at lower basic salaries should be approved by Governor Dewey, the Association of State Civil Service Employees argued in a letter to Charles D. Breitell, counsel to the Governor.

The bill, A. I. 1446, constitutes the final step to consummate the program adopted by Governor Dewey during his first year in office, when he recommended a minimum salary in State service of \$1,200.

In 1943, a bill providing for a \$1,200 minimum was limited to

positions covered by the Feld-Hamilton Law, but it did not cover positions in Service 1 of the Feld-Hamilton Law.

**Letter by DeGraff**

The present bill would eliminate this exception, John T. DeGraff, Association Counsel, wrote the letter, in which he said:

"The Association has continually urged for several years that all full-time employees of the State should receive a minimum basic salary of \$1,200. It was a source of great satisfaction that Governor Dewey took the first step to accomplish this objective during his first year of office and we are also pleased that Budget Director Burton announced only last month that the minimum rate for all State employees in institutions would be increased to \$1,200 on April 1, 1946.

"Since a \$1,200 minimum is now provided for by statute for all employees under the Feld-Hamilton Law, we believe that it is only fair and proper that employees who are not subject to the Feld-Hamilton Law should have the benefit of the same statutory minimum."

The bill was drafted by the Association and introduced at its request.

## State Exam Progress

**Principal Stenographer (Law)**, Department of Law, Albany Office; 17 candidates, held Dec. 8, 1945. Rating of the written examination and rating of training and experience is completed. Awaiting Service Record Ratings.

**Principal Stationary Engineer**, Department of Correction; 35 candidates, held Dec. 8, 1945. Rating of the written examination is completed. Rating of training and experience is completed. Awaiting Service Record Ratings.

## MISS LERNER QUILTS WELFARE

Miss Gertrude Lerner, Assistant Supervisor, left the NYC Welfare Department to accept an overseas assignment with the Joint Distribution Committee.

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# Janet Macfarlane Praised For Dinner Diplomacy

Special to The LEADER

ALBANY, March 19—The demand for tickets to the 27th annual dinner of the State Association was so great that a special notice had to be sent out, explaining why it was impossible to accommodate all who desired to attend. Janet Macfarlane, Secretary of the Association, and Chairman of the Dinner Committee, was complimented, even by disappointed ticket seekers, on her eager efforts to accommodate the demand. But requests finally mounted to nearly 3 times the possibility of granting them, and Miss Macfarlane then had to resort to a circular of explanation. In it she said:

"The Association would very much have liked to entertain all its 28,000 members throughout the State at this affair. However, this was not possible, as accommodations were limited to a maximum of 450. Therefore, many Association members who desired to attend could be accommodated. We are hopeful that some time in the immediate future, Albany, the seat of our State Government, may have a large convention hall, so that we could accommodate a

much larger number at future social affairs of the Association.

"Because of limited accommodations, reservations for the dinner had to be rationed to the various State departments in Albany and to our chapters throughout the State. We made every effort possible to make the distribution of reservations fair and just to all concerned.

"We earnestly request our members who were unable to secure reservations to consider our plight in this matter and bear with us in the hope that at some future date accommodations will be available so that the Association can entertain all of the members who desire to attend such affairs."

Miss Macfarlane, one of the glamour girls of the Association, received compliments all around for the fine job she did as a whole, as committee chairman, and each of the committee members won plaudits, too. They were Hazel Ford, Taxation and Finance; Charles Foster, Executive (Budget); John Herring, Education; John Joyce, Audit and Control; Jesse MacFarland, Social Welfare; Ann Quirk, Health; Betty Schifferdecker, Public Works, and Thomas Stowell, Commerce.

# EMPLOYEES MUST FILE NOTICE BEFORE JUNE 30 TO BENEFIT FROM INCREASED PENSION LAW

Special to The LEADER

ALBANY, March 19.—The new law under which State employees may make contributions, retroactive over the war years, on the emergency compensation part of their salary for annuity purposes, requires the filing by the employee of a notice of intention, limits the period for payment of installments and contains a benefit even without contributions by the employee.

Features Summarized These three outstanding fea-

tures are summarized in the following tabulation by the Association of State Civil Service Employees:

(1) Notice of intention to pay up back contributions must be filed in writing with the State Comptroller before June 30, 1946.

(2) Installment payments of the arrears may be made within the same period for which credit is claimed. Legislative employees who got the bonus for one year have one year in which to pay up. Judiciary employees who had the bonus for two years have two years in which to pay up, and departmental employees who had the bonus for three years have three years in which to pay up. Installments must be at least one dollar per pay day.

(3) Employees will get pension credit—the State's portion of the retirement allowance—even if they do not make the additional contributions to their annuity fund.

### CIVIL SERVICE LEADER

Published every Tuesday by CIVIL SERVICE PUBLICATIONS, Inc. 97 Duane St., New York 7, N. Y. Entered as second-class matter October 2, 1939, at the post office at New York, N. Y. under the Act of March 3, 1879. Member of Audit Bureau of Circulations.

Subscription Price \$2 per Year Individual Copies, 5c

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# The State Employee

By FRANK L. TOLMAN  
President, The Association of  
State Civil Service Employees



## Civil Service in China

THE PROPOSED new constitution of China provides for civil service, which they call the examination Yuan on the same level of importance as the legislature, the judiciary, the administrative ("control Yuan") and the executive branches.

"The examination Yuan will be in the form of a committee whose members will be appointed by the President of the National Government with the consent of the Control Yuan. Its functions will be mainly to examine candidates for Civil Service and technical experts. Members of the Examination Yuan shall be without party affiliations."

### MERIT AND FITNESS TEST FOR ALL

All government employees, both of the national government and of local governments, shall be selected on the basis of tested merit and fitness. No discrimination on the basis of party affiliations will be tolerated.

China has, of course, had age-long experience with civil service, as with bandits. It now proposes to get rid of bandits and war lords and to enthrone civil service as the only pathway to peace and international prestige.

New York State might well ponder on this momentous decision of our Far Eastern neighbors. Their long experience with civil service has convinced them of the high value of the merit system. It has demonstrated that politics and civil service do not mix and if the attempt to mix them is made either civil service or politics rules the roost; the other becomes dormant or non-existent.

China has wisely placed the Civil Service Yuan so high in the structure of government that it cannot be controlled by the parties or the administrators. The non-political examination Yuan seems to be the supreme authority in all civil service matters.

### BEST HUMAN MATERIAL SOUGHT

The Chinese plan will leave personnel administration to the proper administrative officers. They thus avoid conflicts of jurisdiction so common in our civil service.

"We will find you" say the Chinese examiners, "the best possible human material for your job. With such material it is up to you to make good on the administrative and personnel problems."

The Association of State Civil Service Employees has always fought for a strong and able Civil Service Commission. It has felt that a Bi-Partisan Commission is not necessarily or usually different from a real merit system. Political pressure must be eliminated before civil service can fully work.

Confucius said that confusion was the mother of strife and ill-will. We have too much confusion about Civil Service as it operates or fails to operate in New York. We have confused the idea of civil service with the practice of civil service. Between the two is a great void which must be bridged or real civil service will perish.

We shall watch the practice of civil service in China with much interest.

# Fisher Memorial Award To Be Presented in May

Preparations are nearing completion for the selection of the second recipient of the Harold J. Fisher Memorial Award, to be presented in May at the annual meeting of the Civil Service Reform Association. Department heads have been canvassed for recommendations of State employees deemed deserving of the honor, for outstanding service to the State through quality of work or the devising of more efficient methods.

The committee in charge of the award, and which will select the winner, consists of Charles Burlingham, Chairman; Howard C. Kelly and H. Elliot Kaplan, all of the Civil Service Reform Association. Mr. Burlingham is Chairman of the Board of the Association. Mr. Kelly is a member of the NYC Board of Higher Education and was formerly President of the City Club and a delegate to the State Constitutional Convention. Mr. Kaplan is Executive Secretary of the Association.

The committee is rounding up replies from those departments that have found it necessary to give further consideration to recommending their most outstanding employee.

### Dr. Tolman First Winner

The first award was made by the same committee to Dr. Frank L. Tolman, Director of the Division of Adult Education and Library Extension, State Department of Education. The presentation was made last June by Governor Dewey in a special ceremony in his suite at the Hotel Roosevelt in NYC. The award was a silver cup contributed by the Civil Service LEADER, sponsor of the permanent project. The LEADER takes no part whatever in the recommendation for the honors or in the selection of the

winners. It merely donates the trophy. The nature of the second trophy is now under discussion.

Dr. Tolman's selection for the honor met with universal approval. He later was elected President of the Association of State Civil Service Employees.

The award is made in honor of the memory of Mr. Fisher, who was President of the State Association. His own contribution to

the advance of State administration was so outstanding that the award was decided upon as a recognition of his own worth and of similar service by others, as well as an incentive to employees.

The Howard J. Fisher Memorial Award Committee has offices in Suite 1403, at 67 West 44th St., NYC. All communications concerning the award should be addressed directly to the committee.

## \$1,200 Minimum Pay Bill Passed By Both Houses of Legislature

Special to The LEADER

ALBANY, March 19—A minimum salary of \$1,200 a year would be established for State employees if Governor Dewey signs a bill which has passed both houses of the Legislature.

The measure was drafted by the Association of State Civil Service Employees, and provides for a basic minimum of \$1,200 for full-time employees, emergency compensation to be added to this minimum.

## Sylvester Is Named Liquor Board Counsel

Alvin McKinley Sylvester has been appointed Counsel to the New York State Liquor Authority, John F. O'Connell, Chairman of the Authority, announced.

Mr. Sylvester, a member of the law firm of Parker, Chapin and Plattau, NYC, succeeds Elvin N. Edwards, who resigned to return to his private law practice.

The new Counsel was born in NYC in 1902. He was graduated from Columbia College in 1923 and from Columbia Law School in 1925. On May 1, 1932, Mr. Sylvester married the former Muriel Schlesinger.

In August, 1925, Mr. Sylvester was appointed Assistant United

States Attorney, serving in that capacity until January 3, 1934 under United States Attorneys Thomas E. Dewey, George Z. Medalle, Charles H. Tuttle and Emory Buckner.

From January, 1934, to October, 1940, Mr. Sylvester served as Assistant Corporation Counsel of the City of New York, and Chief of the Contract Division.

In 1937 Mr. Sylvester received a temporary appointment as a City Magistrate. In October, 1940, he was appointed Deputy and Acting Comptroller of the City of New York by Comptroller Joseph D. McGoldrick, remaining there until December 31, 1945.

## State Association Chapter Delegates at Annual Dinner



Employees of the State Association and a guest. Seated (clockwise) Anita Hill, secretary to Charles E. Carlisle; Faustine Spencer, Mrs. Annabelle B. Hollister, Helen Garrab, Mrs. Annette Lochner, Jean O'Hagan. Standing (left to right), H. J. Bernard, Executive Editor of The LEADER; Jessica Napierski; Joseph Lochner, Executive Secretary of the Association; Laurence Hollister, Association Field Representative, and Dorothy Sheehy.



At this table, front to back, left, Mrs. J. P. Conboy, J. P. Conboy, C. A. Whiting, Mrs. Wagner, B. Wallace, W. LaPorte, Right, H. M. Dillon, C. Griffith, R. Carpenter, J. J. Walsh, Gladys Sharp and Margaret Hill.



Top, left to right, Edward Sheldon, Conrad F. Kleingele, Gordon S. Carlile and Marianna Carlile. Bottom, Mildred Adamec, John McDonald, J. M. Keanse, Agnes Rapp, Mae Crowe, and Viola Campbell.



# Mental Hygiene Gives Policy on Admissions

Special to The LEADER  
 ALBANY, March 19—At the direction of Governor Dewey, the Department of Mental Hygiene may accept for admission into the institutions of the department mentally defective infants under the age of 5. The official policy was summed up as follows:  
 "Pending the completion of the postwar building expansion program, admission of defective infants will be limited at present to those approved by the department following individual investigations of case histories. Only the most urgent cases will be granted immediate admission,

cases which in the opinion of department investigators will grant immediate relief either to the infant or the infant's family.  
 "A rising number of appeals for assistance has been received by the department during the past few months from families, social agencies and physicians for institutional care of mentally defective infants under 5 years of age. For many years, however, the policy of the State of New York has been against accepting cases other than occasional emergency ones from this age group for admission into State schools for defectives."



State Senator Austin W. Erwin, introducer of a bill to provide optional retirement benefits for guards and other employees in the State Correction Dept.

## Sanitation Unit's Financing Shifted

Special to The LEADER  
 ALBANY, March 19—Starting April 1, the cost of operating the Sanitation Unit in the Bureau of Marine Fisheries of the N. Y. State Conservation Department will be paid out of the General Fund instead of the Conservation Fund as in previous years, Commissioner Perry B. Duryea announced today.  
 The Sanitation Unit remains in the Bureau of Marine Fisheries and will function under its direction, the Commissioner pointed out. He added that, should the bill for a new schedule of commercial fishing licenses be enacted, the Bureau will be more than self-sustaining because of increased receipts which will go into the Conservation Fund.

## Notice To Vets

State employees returning from military duty to active State service can have their Group Life Insurance Policy obtained through the Association of State Civil Service Employees, which was in force when they entered military service, reinstated without medical examination.

All that is necessary is to apply to the Association within 90 days of return to State service.

Any New York State employee whose accident and sickness policy in the Group Plan of the State Association was in force when he entered military service may have his policy reinstated by applying, in writing within 30 days of release from military service.

Address the Association of State Civil Service Employees, Room 156, State Capitol, Albany 1, N. Y.

## Farmingdale Institute Exhibits Packaging

An exhibit of prepackaging of fruits and vegetables was a feature of the Country Life Program at the State Institute of Agriculture, Farmingdale. This innovation in the preparation and marketing of perishables was of interest alike to the consumer, the storekeeper, and producer of quality fruits and vegetables.

Developed experimentally through collaboration of Ohio State University and a group of packaging suppliers and one of the large chain stores, the process offers many advantages. Products are trimmed, weighed and packaged by the producer or nearby processor in open face consumer sized units. The original quality is preserved for a much longer period than under customary marketing methods, and the consumer is saved time and fuss in cleaning and preparing for the table. The waste and much of the labor involved in handling bulk perishables in the retail store is eliminated.

In the Institute exhibit there was opportunity to compare products handled in the usual way with those prepacked under the new method.

## VET COUNCIL SEEKS UNITY ON LEGISLATIVE OBJECTIVES

The Joint Council of Civil Service Veterans of World War II met at Washington Irving High School to prosecute an active program to obtain legislation for a bonus for veterans, payment of differential between military and civil service pay for time in the armed services, and payment by the City or State of veterans' pensions for time spent in the armed forces.

It is proposed to have the Council act as a liaison agency of the various civil service and veteran organizations. At present there is no coordination of effort on the part of all these various groups, the Joint Council asserts. The Council will endeavor to act as a correlating agency.

The Council held its first meeting on Feb. 14. Vincent P. Kassenbrock of the Education Department acted as chairman and Henry Scroope of the Fire Department acted as Secretary. Rep-

resentatives of the Finance, State, Water and Education Departments were present.

Chairman Kassenbrock, who is also Legislative Representative of the NYC Teacher Veterans, pointed out that there is a vital need for the channelling of the efforts of the various organizations interested in veteran legislation. It was also pointed out that on payment of veteran's pensions there have been approximately a dozen bills introduced in Albany.

The Council noted that the La Guardia administration made terrific savings during the War because of the war service of the civil service veterans. It was reported that in 2 departments alone over \$25,000,000 was saved by the city. This was accomplished by the use of substitutes in the Education Department and the elimination of the 3-platoon system in the Fire Department.

## Pollution Clean-Up Is Cited by Duryea

Special to The LEADER  
 ALBANY, March 19—Another major victory in the campaign to stop pollution in New York State waters was announced today by Conservation Commissioner Perry B. Duryea after one leading Steel Company at Lackawanna paid \$2,000 as settlement for the heavy fish kill in Buffalo Harbor and, in an effort to eliminate further pollution, constructed a \$256,000 phenol-recovery plant.

Settlement of this case was won by the Department's Bureau of Law Enforcement and Pollution Unit with the cooperation of Attorney-General Goldstein's office. Previous settlement by still another company for the fish kill in Niagara River for \$1,000, and its action to prevent further pollution, and the present case, clean up the worst pollution in that area, Mr. Duryea said.



William Foss of the State Conservation Department is helping the Forest Rangers to organize a chapter of the Association of State Civil Service Employees.

## Police Exam Method Changed by Miami

Special to The LEADER  
 MIAMI, March 19—Under a recruiting plan recently inaugurated, the Police Department puts greater emphasis on the intelligence and physical fitness of candidates for these jobs, the Civil Service Assembly reports. Whereas entrance examinations for policemen formerly included questions on police procedure and the geography of the city, under the new plan no attempt is made to determine the applicant's knowledge of police procedure before he joins the police force.

The new examinations include a battery of tests to gauge the candidate's general mental ability and mechanical comprehension. Those who successfully pass both the written test and the physical examination are required to take a six-week course of training before being assigned to police duty.

## GUSSIE STONE ENGAGED

Municipal Civil Service Commission employees congratulated Gussie Stone, Commission typist, on her engagement to Sergeant Irving Siegel.

## Bill for Housing Board In Albany Is Approved

Special to The LEADER  
 ALBANY, March 19—Governor Dewey has approved the following bill introduced by Assemblyman Poy to amend the public authorities law, in relation to creating and establishing the Albany housing authority and providing for its rights, powers, duties and limitations. It is Chapter 95 of the Laws of 1946.

## Tree Aids Sick Child

Special to The LEADER  
 ALBANY, March 19—Proof that trees from New York State's Reforestation Areas are not only valuable as aids in soil erosion and flood control and as wood products, but contain a balm for feverish children was contained in a note recently received by the Conservation Department.

The note was written by Mrs. A. L. Boyer, of Auburn, on the back of one of the tags which the Conservation Department attaches to every Christmas tree sold from the reforestation area.

## LIST OF STANDING COMMITTEES OF THE STATE ASSOCIATION

Members of the Association of State Civil Service Employees have asked for a listing of the organization's standing committees. Here it is:

**Executive:** This committee consists of the officers of the Association and 16 other Association members. However, there is no chairman, but the Association President presides at committee meetings.

The State Association's officers and their departments are: Frank L. Tolman, president, Education; Jesse B. McFarland, vice-president, Social Welfare; Leo F. Gurry, vice-president, Mental Hygiene; John F. Powers, vice-president, Labor; Janet MacFarlane, secretary, Mental Hygiene; Earl P. Pfannebecker, treasurer, Taxation and Finance; William F. McDonough, Executive Representative; Laurence J. Hollister, Field Representative, and Joseph D. Lochner, Executive Secretary. (John T. DeGraff, counsel). The other committee members are Mildred O. Meskill, Agriculture and Markets; Martin P. Lanahan, Audit and Control; Marie Hess, Banking; Theodore Becker, Civil Service; Joseph J. Horan, Commerce; William M. Foss, Conservation; Leo M. Britt, Correction; Wayne W. Soper, Education; Charles H. Foster, Executive (Budget); Harry S. Deevey, Insurance; Charlotte Clapper, Health; Christopher J. Fee, Labor; Francis C. Maher, Law; Gordon S. Carlile, Mental Hygiene; Kenneth A. Valentine, Public Service; Edward J. Ramer, Public Works; Isabelle M. O'Hagan, State, and

John A. Cromie, Taxation and Finance.

**Legislative**—John A. Cromie, Chairman, Taxation and Finance; Leo M. Britt, Great Meadow Prison, Comstock (Correction); Gordon S. Carlile, Harlem Valley State Hospital; Henry A. Cohen, Public Works; William M. Foss, Conservation; Joseph Lipski, Education; Harry B. Schwartz, Buffalo State Hospital; Beulah Bailey Thull, Audit and Control, and Theodore Becker, Civil Service.

**Editorial**—Thomas C. Stowell, Chairman, Commerce; Theodore Becker, Civil Service; Jon Daniels, Executive (Budget); Joseph J. Horan, Commerce; Wayne W. Soper, Education, and Ranger Tyler, Education.

**Salary**—Charles M. Armstrong, Chairman, Education; Mildred M. Lauder, Labor; Philip A. Cowen, Education; Charles H. Foster, Executive (Budget); Dr. Sylvia Parker, Correction; Edward J. Raber, Public Works, and Davis L. Shultes, Insurance.

**Education**—Dr. David Schneider, Chairman, Social Welfare; Miss Frances Becker, Civil Service; Francis C. Maher, Law; Jesse B. McFarland, Social Welfare; Clifford C. Shoro, Health; Mrs. A. B. Tremper, Education; Dr. Ralph Spence, Education, and Dr. Eugene D. Fink, Education.

**Insurance**—Charles C. Dubuar, Chairman, Insurance; Victor S. Cohen, Insurance; Charles H. Foster, Executive (Budget), and Theodore Becker, Civil Service.

**Grievance**—Clifford C. Shoro, Chairman, Health; Mildred O. Meskill, Agriculture and Markets, and Christopher J. Fee, Labor, (DPUI).

## News About State Employees

**KINGS PARK**  
 In the absence of President Elwood DeGraw, Vice-president Walter MacNair presided at the monthly meeting. The following were nominated to office: Emma Basse, Assistant Secretary; Owen Tormey, Sergeant-at-Arms. Laurence J. Hollister, Field Representative of the Association, introduced John F. Powers, 3rd Vice-president, as guest speaker for the evening.

Mr. Powers emphasized the necessity of cooperation, continual interest and regular attendance at meetings, sufficient publicity of work being done, extensive social life, and good fellowship among employees in order to build and maintain a strong Chapter. We extend Mr. Powers an invitation to be with us again. The next meeting is scheduled for April 4.

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# TEXT OF DEWEY'S SPEECH TO STATE EMPLOYEES

ALBANY, March 19.—Governor Dewey in his speech at the 27th annual dinner of the Association of State Civil Service Employees said:

### BONUS AS PERMANENT PAY

In so far as proposals are concerned with making permanent the salary increments and wartime bonuses I have proposed from year to year since I have been Governor, I want you to know that I regard them as a permanent part of the State's system and have placed myself on record permanently in my annual message. It seems to me that the increases we have achieved—which in many instances have provided larger increases than particular employees have had in 50 years—are fundamental to the life in which we are living. I regard the pay scales which I have already recommended [since adopted by] the Legislature as a fundamental part of our system of compensation for the most important group of people in the management of government of the State of New York. And the only reason I am not now willing to recommend that they become permanent is that in my judgment in many respects they are inadequate. I have recommended and I believe I have procured additional money to provide the funds for a survey which will bring certain selected groups which are now underpaid up to a decent minimum so we can make the pay scales permanent at the next session of the Legislature.

### CIVIL SERVICE EMPLOYEES

It is my experience that civil service people are like everybody else in the world, except that they have a certain security in the world. They have a certain desire to get ahead which is not present in other groups. They had to take an examination to get a job and they were respected more because they had to show a little experience to get there. And they had to be a little brighter than anyone else to get that job. So, by and large, you find a higher degree of self-respect, a higher degree of pride in achievement in civil service than you do elsewhere.

### PERSONNEL COUNCIL

Last year I proposed to the Legislature that it be created, and intimated to you... that it should be brought about. I believe we have made a very substantial start in the direction of creating in State service the concept that State service is basically an opportunity to do a good job and if you do it you get ahead.

Creating any Personnel Council is basically a tremendously difficult problem. In the first place, there never has been such a thing in State government. We started with the personnel in the Department of Mental Hygiene. Like all good things, it isn't very good yet.

### CREATIVE IDEAS NEEDED

Don't expect us to achieve the millennium in one year, or 10 years! But the opportunity is there and I believe we are going to make real progress because I do not believe the people of New York are today getting enough from their civil servants. By that I mean that, if all the \$4,000 and \$8,000 and \$10,000 and \$11,000 people in State service were getting loyal service, one thing we are not getting enough of is creative and imaginative ideas towards new concepts of better government. The science of government is the thing which has defied all the good minds in history. Nobody has ever created the perfect government. We have never had it. That's called politics, the science of government. And every one of you is in politics in the best sense of the word, yet we are not getting enough by way of creative and imaginative suggestions and achievement out of the people who work for the people of the State of New York. After all, the heads of the departments, the Governor, the Lieutenant Governor, the heads of the Legislature, both minority and majority parties, are harassed to death for 12 to 16 hours a day. They can't do creative thinking. It's got to come from somebody. Government can't remain static; it has to move; it never stays the same. The people who run this government are really working too many hours. They are drawn out, exhausted at the end of an average day. The pressure on them from all groups and problems is such that they don't have the time to do creative thinking and, therefore, we have got to get that out of the people who work a normal day; people who have risen to positions of responsibility;

people who should teach us how to give more and better service to the people of the State of New York for their money. If all of us would nail that to our mastheads as our first jobs, to make a creative contribution for the better service of our people, we would all make a richer contribution and be happier as a result as the years go by.

### EMPLOYEE ORGANIZATION

I listened with great interest and respect to the remarks of Mr. McDonough—remarks about the people in government. [William

F. McDonough, Executive Representative of the State Association, who was toastmaster.] I listened to him say that there were a number of things, including labor unions, that were unnecessary, in State service, and to his exposition that government in general should be able to rely on their own employees to represent their own employees, and let me say that I agree with him 90 per cent. You may have noticed that before the announcement was made with respect to government policy for the year by

the Executive Department, that each year I have conferred with the employees of the State of New York as represented by their duly chosen representatives—and only them! It is my profound conviction that the government of this State has some of the ablest people in its service. It has been my privilege to talk with them and listen to them with a wholesome and healthy respect. I have enjoyed it, and I believe your organization is in the public interest. I congratulate you and each of you who represent those 50,000 people, who represent the service

of our State to its people. I know a good many of you make real sacrifices. I know that almost everyone of you have made sacrifices in doing the job which you believe is in the interest of the people. I congratulate you.

### THANKS TO STATE ASSN.

On behalf of the people of the State, I thank you, and may the Civil Service Association live on, grow stronger, and have an ever happier relationship with the Executive Department of the State government which it makes possible by reason of its loyalty and its magnificent service.

## Aims of Engineers Given by Alloway In 5-point Program

Special to The LEADER

ALBANY, March 19—To give inquirers a better insight into the Association of Chief Engineers and Assistants of N. Y. State Institutions, D. L. Alloway is disseminating the 5 principal reasons for the existence and program of the Association:

- "1. The Feld Hamilton Law was enacted by the Legislature and contained the 9-b Salary Grades of Classification of the Personnel which was both inadequate and not comparable with similar positions of responsibility in the State departments.
- "2. The Group of 9-b classifications of State personnel is a minority group of all of our institutions.
- "3. The minority group does not have adequate representation in the many institutions' Chapters of the State Association.
- "4. The Association of State Civil Service Employees has to look to some one who has direct contact with the problems involving personnel handling, operation and maintenance of the power plants and the maintenance of buildings with mechanical, sanitary and electrical equipment.

## Dropping of Dentist On Job for 16 Years, Called Peril to Security

Special to The LEADER

BUFFALO, March 19—A protest has been made by Harry B. Schwartz, President of the Buffalo State Hospital Chapter of the Association of State Civil Service Employees, over an order dropping Dr. George C. Steigerwald, Dentist at the hospital for 16 years.

In a letter to President J. Edward Conway of the State Civil Service Commission, asking clarification, Mr. Schwartz said:

"The hospital is in receipt of a letter from Mr. Daniel Shea advising that changes have been made with respect to dental positions at this hospital. In the future, the hospital is to have one Resident Dentist and one Senior Dentist and the present position of Dentist now held by Dr. Steigerwald is being abolished. Dr. Steigerwald has already been advised that if there is any vacation or any other time due him, he must take immediately or before April 1st because after date, there will no funds available to pay him a salary.

"Naturally, after being a Dentist at this hospital for 16 years, it came as a shock to Dr. Steigerwald to learn that he must vacate his position.

"What we are seeking to learn is, what has become of the security feature in the civil service system? Here we have a case where out of a clear sky a position has been abolished overnight by just writing a letter to the incumbent and just reshuffling the positions. We feel that the public, yes and public employees, should know just what security there is actually attached to a civil service position. Can the present competitive employees actually say that they have security.

"In view of what has happened here at this hospital, the employees feel that they are entitled to know where they stand. It is also felt here that this could happen to any employee and from the contents of this letter, you must readily see as to why such a feeling prevails at this hospital."

## Standardization Board to Hold Three Hearings

Special to The LEADER

ALBANY, March 19—Hearings before the Salary Standardization Board on classification appeals are scheduled as follows:

Tuesday, April 2  
Hearing Room I  
State Office Bldg., Albany, N. Y.  
10 A.M.

Stationary Engineer  
Senior Stationary Engineer  
Principal Stationary Engineer  
Head Stationary Engineer  
Steam Fireman  
Supervising Janitor-Fireman  
Sewage Plant Operator  
Senior Sewage Plant Operator  
Filter Plant Operator  
Pumping Plant Operator  
Refrigeration Plant Operator  
Power Plant Helper

2 P.M.

Motor Equipment Maintenance  
Motor Equipment Repairman  
Foreman  
Motor Equipment Maintenance Supervisor  
Construction Equipment Chauffeur  
Motor Vehicle Operator  
Truck Driver

Tuesday, April 9  
Hearing Room II  
State Office Bldg., Albany, N. Y.  
10 A.M.

Maintenance Helper  
Maintenance Man (Group of Classes)  
Maintenance Supervisor  
Senior Maintenance Supervisor  
Carpenter Helper  
Carpenter  
Carpenter Foreman  
Painter Helper  
Painter  
Painter Foreman  
Mason and Plasterer  
Mason and Plasterer Foreman  
Roofer and Tinsmith  
Glazier  
Assistant Construction Foreman  
Construction Foreman  
Blacksmith  
Locksmith  
Sheet Metal Worker  
Welder  
Asbestos Worker  
Plumber and Steamfitter  
Plumber and Steamfitter Foreman  
Electrician Helper  
Electrician  
Electrician Foreman  
Mechanic

### HAROLD HANOVER APPOINTED

Special to The LEADER

ALBANY, March 19.—Governor Dewey appointed Harold Hanover of Albany as a member of the New York State Health Preparedness Commission to succeed Vincent J. Ferris of NYC, resigned. Mr. Hanover is secretary of the New York State Federation of Labor.

## WHAT EVERY STATE EMPLOYEE SHOULD KNOW

By THEODORE BECKER

### Appellate Court Sustains Transfer Where Promotion of an Employee Is Deemed Impracticable

READERS of this column will recall reference to the case of the transfer of a Chief of Police from one village to another, despite the claims of subordinate officers in the second village that the post of Chief should be filled by promotion.

The court there held that the transfer was properly made under Section 16 of the Civil Service Law because the County Personnel Officer (comparable to a civil service commission) and the local authorities after careful study, had determined that promotion was impracticable. This determination had been based on the belief that subordinate officers did not measure up in experience, ability and general competence for the position of Chief of Police. The court decided that these officials were best qualified to make this determination, and dismissed the petition of the lower grade employees to have the transfer set aside.

#### Result on Appeal

The case was appealed to the next higher court, the Appellate Division. Here, the petitioners were not successful in seeking a reversal of the result, but did obtain a strong dissenting opinion in their favor.

Although the Appellate Court voted 4 to 1 to affirm the lower court's decision, the existence of one dissenting vote entitles the petitioners to appeal to the Court of Appeals.

The minority dissenting opinion challenged the power of the officials involved to predetermine the impracticability of testing for the Chief of Police position without going through an actual examination.

#### Dissenting Opinion

The arguments urged by the lone dissenting judge follow:

1. The position of Police Chief in the same village was filled in 1939 by competitive promotion examination. 'Competitive examination, practicable in the past for this position, continued to be practicable.'

2. The positions of Chief of Police in other villages, including the one from which transfer was made, had been filled by competitive examinations.

3. The fact that one of the petitioners, whose qualifications were thought inadequate, would have been entitled to veteran's preference if he passed a promotion examination might have justified an open competitive examination, or a department-wide promotion examination, but did not justify the conclusion that a competitive examination was impracticable.

4. The fact that, if the field of competition were opened to persons other than police sergeants certain eligibles would have been unable to compete because they were in the armed services, did not render examination an impracticable method of ascertaining fitness. Filling the vacant position by transfer was as unfair to the

men in service as it was to the petitioners and other eligibles.

5. The evident, improper purpose of the transfer was to deprive the petitioners of an opportunity of demonstrating, through competitive examination, that contrary to the judgment of the village officials, they possessed the qualifications of a police chief, and to prevent them from obtaining their disabled veterans' preference in the event they passed a competitive examination.

#### Majority Viewpoint

The majority of the judges agreed, however, that the transfer, made with the consent of the State Civil Service Commission, was in conformity with the provisions of the Civil Service Law and of the Village Law. They held that it could not be stated as a matter of law that the transfer was made "without rational basis and wholly arbitrary." Accordingly, the transfer was upheld. (Feeney v. Village of Bronxville.)

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# Civil Service LEADER

America's Largest Weekly for Public Employees

Member of Audit Bureau of Circulations

Published every Tuesday by

CIVIL SERVICE PUBLICATIONS, Inc.

97 Duane Street, New York 7, N. Y. COrtlandt 7-5665

Jerry Finkelstein, Publisher

Maxwell Lehman, Editor H. J. Bernard, Executive Editor

Brig. Gen. John J. Bradley (Ret.), Military Editor

N. H. Mager, Business Manager

TUESDAY, MARCH 19, 1946

## Letting Out Old-Timers Bears Strict Watching

IT IS always upsetting to learn of the dropping of a public employee with a long service record, without fault or delinquency on his part, because the act tends to undermine confidence in the security of a public job.

Formerly security was considered one of the main points in favor of a public job, compared to one in private industry or commerce. If comparison is made with those industries in which strong labor unions exist, the survival of the former difference may be doubted.

Employees with long service records have been separated from their jobs in the past, the practice exists now and must be expected to continue. All jobs, whether in public or private employ, are subject to budget and vacancy. There must be the need of the services and also the money to pay the salaries.

### Reassurance Is Necessary

However, when separation notices become unavoidable, the laws, rules and regulations are expected to operate, and, besides, it would be reassuring to know that every possible effort was made to find a place for every imperiled employee, in some other branch of the government. Any failure to make such an effort works a double injustice upon the employee, because he is threatened with unemployment and in practice has no means personally of ascertaining where vacancies may exist.

The separation notices are now more numerous in the Federal service, because of the winding up of war agencies, and much hardship is being inflicted. Even employees with long service records and classified status (the technical phrase for security) have been and are being let out.

One case comes to mind of a woman with nearly 28 years of Federal service; another of a man with 22 years. In these cases every possible effort was made to find a way to retain them in the Federal employ, but to no avail. Reduction in funds required reduction in force and, under the rules these employees had to go; their office, in which formerly 645 persons worked, now employ about 250.

### Security a Primary Asset

In the State, city and county services, however, activities necessarily curtailed because of the war are to be resumed. Here we have expansion contrasted with liquidation. Still, old-time employees are let out.

Security is one of the greatest assets of the merit system; when security is reduced from a real fact to a mere word the whole cause is as good as lost.

Acts that tend to shake public confidence bear the closest watching, for it must be true always that separation from the public service must be done in the best faith.

A reader, with 16 years' Federal service, writes that he is being involuntarily separated. He has classified status. The Personnel Director of his office told him that after the 30-day notice period expires, seniority and status will end, too, and advised the employee to find a job in private industry.

### Advice to a Reader

"What," asks the reader, "is your advice to a Federal employee in my predicament?"

He should write to the U. S. Civil Service Commission, Second Regional Office, 641 Washington Street, New York 14, N. Y., stating his case and enclosing a duplicate or photostat copy of his separation notice. The Commission can apply such remedies as exist, which may or may not result in immediate placement in a job, but which could get his name promptly on a Federal register from which appointments are being made. In that, at least, there is a greater glimmer of hope than in the case of a Senior Auditor in NYC employ, let out after 23 years, and a professional man in State employ, dropped after 16 years, both in connection with the reshuffling of jobs.

### Operating Engineers Will Hold Meeting

A special meeting of the Municipal Operating Engineers of the City of New York has been called for this evening (Tuesday) at 8 p.m. at Werdermann's Hall, 16th Street and Third Avenue, Manhattan.

Prospective members are invited by George Boreman, Corresponding Secretary, Robert Pantry is President of the group and Assemblyman Sidney A. Fine is Counsel.

### Castaldi Appointed To \$7,350 Law Post

Michael A. Castaldi has been appointed an Assistant Corporation Counsel to specialize in legal matters for the Board of Education and the Board of Higher Education. His salary will be \$7,350 annually.

An authority on election law, Mr. Castaldi has been associated with Representative James A. Roe, Queens Democratic leader, and was appointed to his new position upon Mr. Roe's recommendation.

## Merit Man



COLONEL ISRAEL WEINSTEIN

From hospital intern to Acting Commissioner of Health, that is the record of Dr. Israel Weinstein. How does one do it? Well, he started off right, by being an honor student at Columbia University Medical College, made a great go of his private practice (professionally and financially), finished first in the nation-wide examination for Assistant Director of the NYC Bureau of Health Education, and in 1936 dropped everything else to accept the job that made public health his permanent lot.

He's a medical career man in City service.

The Health Department employees gave Dr. Weinstein such a rousing welcome in his new appointment that he actually blushed.

### Wounded in Europe

Dr. Weinstein has always been one of the most popular executives of the department. He is now on terminal leave after spending 3½ years in the Army.

He's a Lieutenant Colonel who saw service with the 71st Infantry Division in France, Germany and Austria. During the crossing of the Danube, Dr. Weinstein came under heavy mortar fire and was wounded. He was awarded the Purple Heart and the Bronze Star Medal.

He studied at the Pasteur Institute in Paris and then traveled extensively throughout Europe and America, visiting the principal laboratories and health departments.

### Did Important Research

The new Acting Commissioner has a brilliant record as student, teacher, physician and administrator. After graduating from medical college he made first place in the competitive examinations for internship at Bellevue Hospital and served there 2 years. He then became instructor in physiology at Columbia, and a few years later professor of public health at New York University College of Medicine. He has also served on the staffs of Montefiore, Bellevue and Sea View Hospitals. He is a member of the leading medical and scientific organizations and the recipient of many honors.

Dr. Weinstein has done important research in bacteriology, physiology and medicine. He is the author of many articles, also he is well known to radio audiences. He has been addressing them for more than 20 years.

### Contestants Propose \$3,000,000 Savings

More than \$3,000,000 in yearly savings were proposed in the contest for elimination of unnecessary city expenditures. The contest closed March 15. It was held by the Good Government Civil Service Contest Committee, sponsored by the Citizens Budget Commission. It was open to all active and retired city workers. The first prize will be a \$200 U. S. E. bond; 14 other prizes will be in E. bonds and cash.

### Dinner to Haffenden

A testimonial dinner and dance will be given tonight (Tuesday) to C. R. Haffenden, Commissioner of Marine and Aviation, by the Employees Welfare Association of the department. The Association is taking this opportunity to welcome Commissioner Haffenden to the department. The event will be held in the Hotel St. George.

More than 1,500 tickets have been sold. Joseph A. Boylan, Assistant to the Commissioner, will act as toastmaster. Guests include the three Chaplains of the Welfare Association, the Rev. John L. Cunningham, the Rev. Dr. Charles T. Bridgeman, and Rabbi Ralph Silverstein.

Don't

Repeat This!

### Federal Frolic

Veterans Administration officials have been instructed to stop using their military titles in order to make the ex-GIs feel at ease. But the office help are in a quandry. If they call the former Colonel "Mr." they get dirty looks from the ex-brass hat. If they call him by title, they are breaking the rule, so the usual thing now is "Colonel . . . er . . . I mean, Mister."

The USES is hiring men and women for civilian jobs in occupied Europe, but weeding out applicants who want to go broad more to serve their own purposes than those of the government. One woman was told she couldn't take her husband along. That didn't feaze her. -But when she was told that she couldn't take her 3 children she walked out.

### State Fair

Nathaniel L. Goldstein isn't kidding when he tells his friends that he serves as Attorney-General at considerable financial sacrifice. He is both a noted lawyer and a noted accountant, and the State pays him an eighth of what his private practice brought in. There was no certainty therefore he'd accept a renomination.

## Comment, Please

Address Editor, The LEADER, 97 Duane St., New York 7, N. Y.

### Postal Pay Editorial

Editor, The LEADER:

On behalf of 25,000 employees represented by the Joint Conference of Affiliated Postal Employees, please accept our appreciation for your March 12 editorial entitled, "\$500 Postal Raise Earned; Up To U. S. to Pay That Debt."

Your support to the postal employees again is indicative of your genuine interest in the welfare of public servants. Particularly because of the sound and forceful arguments offered in your editorial, rather than concurrence with our request for adequate legislation, we have sent copies to many Congressmen for their information.

ABRAHAM C. SHAPIRO,

President, Joint Conference of Affiliated Postal Employees of Greater New York.

Editor, The LEADER:

I read your well-written editorial in The LEADER of March 12th and as a letter-carrier I wish to state my appreciation for your help in our drive for a salary increase. Every word you wrote was the exact truth.

SAMUEL GREIF

### NYC Policeman's Hours

Editor, The LEADER:

The Policeman in NYC works a supposedly 6-day week. He works around the clock, changing from the 8 a.m. tour to the midnight tour via a "23-hour swing." He also gets a "32-hour swing" between the midnight tour and the p.m. tour (4 p.m. to midnight). This particular "32-hour swing" between the late tour and the p.m. tour, is because of working hours from midnight to 8 a.m.

But an appointment to the Court of Appeals, even with need to run for election next November, would be irresistible. In a State normally Republican his chances wouldn't be too bad.

### City Circus

Edgar J. Nathan, Jr., appointed by Governor Dewey as Supreme Court Justice to fill the vacancy caused when Justice Collins was made Surrogate, also would have to run in November. Victory would mean 14 years, 9 months on the bench, instead of only 9 months.

His friend, George Frankenthaler, experienced the same appointment, followed by election disappointment in 1944. If the Democrats nominate and unitedly support Collins for Surrogate, with Republican endorsement assured, since Governor Dewey appointed Collins as Surrogate, that would make possible Democratic endorsement of Mr. Nathan, the Republican Supreme Court Justice candidate. Otherwise practically his election would be almost impossible, though he ran far ahead of his ticket when defeated for re-election to the Manhattan Borough Presidency last November.

one day and from 4 p.m. to midnight on the following day. Therefore, in this setup he works twelve consecutive days. Under the whole setup he gets 2 days off in 3 weeks, working 56 hours one week and 48 hours during the other two weeks. In addition, he now puts in 4 extra hours in 2 of these weeks, working 60 hours in one week and 52 hours in the next. During the third week he works the legitimate 48-hour week.

Why must the Policeman, forbidden by law to strike, wait a millenium for some negligible improvement in his working conditions?

The Policeman's job is a particularly difficult and not the "soft racket" of popular belief. This is substantiated by the growing index of fatal shootings of Policemen.

We strongly urge two great improvements:

1. A 48-hour swing every 6 days.
2. Retention, as permanent, of the \$420 bonus.

WIVES OF NYC PATROLMEN

### Vet Wants More Time

Editor, The LEADER:

I note that a promotion examination for Lieutenant, Fire Department, is to be announced shortly.

Is it fair to us veterans to compete on such short notice against men who were left in the Fire Department all through the war and have been studying all that time?

Most of us have only been back in Fire service for 2 to 6 months. Wouldn't it give us a fairer chance to compete against these non-veterans if we could go to school to study for at least a year?

## Question, Please

Readers should address letters to Editor, The LEADER, 97 Duane Street, New York 7, N. Y.

### Federal Appointments

On January 26 I took a Federal civil service examination for Clerk. Last week I received a notice that I had passed and my rating. Now, what happens to that new register as a result of the change from War Service Regulations?

The U. S. Civil Service Commission says that these registers will be used to make temporary appointments. However, for permanent jobs, another test will have to be taken, except in cases of disabled 10-point preference veterans who may be given probationary status.

### He Was "Frozen"

I was on the NYC Sanitation Man list and was reached for certification and offered an appointment in 1943. But then I was working for the Navy Yard and couldn't get a release. Now

the list has expired. Is there any way that I can be appointed? It wasn't my fault that I couldn't take the job when it was first offered to me.—J. B. C.

It seems that you're one of the victims of circumstances. No legislation was ever passed to allow special appointment of candidates who couldn't accept civil service jobs because they were "frozen" in other essential posts.

### Notables Say:

ARTHUR S. FLEMMING, member, U. S. Civil Service Commission: "The per annum employees of the Federal government should be granted a 20 per cent increase in their basic rates of compensation. This proposal, in the light of the pay adjustments in industry and in other parts of the Federal government, is decidedly conservative."





A Navy Yard crowd in Brooklyn listened to Paul Esaian, President of a local of the United Federal Workers, argue for an increase of 18 cents an hour for workers. The Navy later announced that the increase will be granted, effective by April 1. The raise is in line with one approved by the Wage Stabilization Board for the ship-building industry. Salaried employees are not included in the Navy order. A bill in Congress covers them.

# Single Percentage Raise Effective July 1 Favored In House Sub-Committee

By CHARLES SULLIVAN  
Special to The LEADER

WASHINGTON, March 19—Pay raises for white-collar Government workers—Uncle Sam's 800,000 per annum employees—probably won't go into effect until July 1. Inside word from the House Civil Service Sub-Committee which is considering the pay bill gives that as the plan.

Up until now it's been assumed the raises would go into effect as soon as they were approved by Congress and signed by the President.

However, Committee members are said to feel that such an arrangement would put too much strain on the House and Senate

Appropriations committees, which quests from every Federal agency for extra funds to finish out the current fiscal year.

### Closed Hearings Held

The pay bill sub-committee held 2 closed sessions. Unofficially, however, it was reported that the sub-committee has agreed:

1. That it will recommend a flat percentage increase for all employees, instead of the graduated increase approved by the Senate.
2. That it will not recommend raising the present \$10,000 top limit on Government executive salaries.
3. That it will recommend raising the present \$10,000 ceiling on the salaries of Government scient-

tists. This would be done by adding two top grades. The highest would stop at either \$14,000 or \$15,000—and at last reports the sub-committee had not decided the exact figure.

4. That it will recommend double pay for U. S. employees who work on holidays. At present, the employee who does not work on a holiday gets a full day's pay regardless. The employee who does work gets paid for a day and a half. But in contrast with his non-working fellow employee, he actually gets only a half day's pay for a full day's work.

The sub-committee will hold another closed meeting tomorrow. And its report probably will come out next week.

## Postal Pay Raise Sure; \$400 Compromise Seen

Special to The LEADER

WASHINGTON, March 19.—Pay raises for Uncle Sam's postal workers will go through Congress almost without opposition.

That's the official word here, now that the House Post Office and Post Roads Committee has finished its hearings on the postal pay raise bill.

The payroll bill provides a \$300 increase, but there are indications that Congress may grant them \$400.

That is by means certain yet. In fact, the odds may be against it. However, it is significant that a good many Congressmen appeared before the Committee to recommend \$400. And some Con-

gressmen even suggested \$500.

In all, a total of 124 Congressmen appeared before the Committee to urge the postal increase—a remarkable demonstration.

By contrast, only 22 Congressmen appeared before the House Civil Service Committee, or wrote statements, in behalf of the other pending Government pay bill—that for per-annum employees outside the postal service.

Barring delays, the Post Office Committee is expected to make its report within the next 10 days. At the moment, it is waiting only on an official Administration statement from Budget Bureau. This statement, when it comes, is expected to support the proposed raises.

## Dropped Employees May Be Eligibles

The procedure of the U. S. Civil Service Commission concerning employees with classified competitive status who receive reduction-in-force notices is covered by Circular Letter 1078. That part of the Circular Letter dealing with status employees follows:

"Employees affected by reduction in force should be advised that they may apply directly to any agency in which they wish to work and should watch for the public announcements of examinations for probational appointment. In addition, they should be told that, if they have classified civil service status, they may be eligible to have their names en-

tered on a register of eligibles for probational appointment to the same or lower grade position in the line of work in which they have been serving, if such a register has been established.

"No registers for probational appointment have yet been set up. Appointing officers will be notified as registers for probational appointment are established. It would be well if a list of such registers is kept. In that way appointing officers will be able to advise their inquiring status employees affected by reduction in force whether appropriate registers have in fact been established.

"Hereafter, reduction in force notices should be issued to status

employees in duplicate so that, if they apply for entry of their names on a register, they may submit a copy of the notice to the Commission as evidence of their reduction in force."

The circular was issued over the signature of James E. Rossell, Regional Director.

## ODB Exceeds Quota In Red Cross Drive

The Office of Dependency Benefits, Newark, N. J., has exceeded its quota of \$5,000 for the American Red Cross Fund of 1946.

Collection teams in every branch and division of the agency are working under the direction of Capt. Paul H. Menig.

# U. S. Agencies Will Hold Some Exams Themselves

By DANIEL P. WARREN

R. P. Zimmerman, Executive Assistant to President Truman, outlined the President's plan for "decentralization" in the conversion of civil service from a war basis to a peace basis. Mr. Zimmerman, who aids Mr. Truman in Regional Conference of the Civil Personnel matters, addressed the Service Assembly, held in Trenton, N. J.

The President, in an extemporaneous talk to Federal personnel administrators in Washington had said, without further explanation:

"Decentralization of personnel management, I think, will be exceedingly helpful in creating efficiency—a true merit system in the Government. It gives the personnel people in the departments a chance to have some say in the selection of the people who are to do the work."

Mr. Zimmerman explained that the plan was to have the agencies conduct their own examinations, with their own examining boards, for positions for which they are particularly equipped to hold exams. These would be positions specially applicable to the particular department, or common only to a small range of departments where the job duties are similar. Professional, technical and scientific positions, with which a particular department is concerned, would be examples, i. e., jobs unique to a department.

A member of the U. S. Civil Service Commission's examining staff will act as a member of each departmental examining board.

The Commission will continue to conduct exclusively the examinations for the over-all positions, which constitute the overwhelming majority. These would include positions like Clerk, Stenographer, and Typist, applicable to all departments, also positions in technical fields and top jobs.

**Others Who Spoke**

At the Assembly's session other speakers were:

Henry F. Hubbard, President of the Assembly and Executive Assistant to the Chairman of the Council of Public Administration, Washington, D. C.

H. Elliot Kaplan, Executive Secretary, Civil Service Reform Association.

James R. Mitchell of Chicago, Executive Director of the Assembly.

William S. Carpenter, President, New Jersey Civil Service Commission.

George H. Jackson, Chief Organizer, Civil Service Commission of Canada.

Joseph E. Winslow, Personnel Adviser to the U. S. Budget Bureau.

Margaret D. Frank, Chief Examiner, Maryland Civil Service Commission.

Ellsworth Wolfspenger, Personnel Director of the City of Bridgeport.

Glendon Scoboria, Personnel Director of the State of Connecticut.

Mrs. Esther Bromley, NYC Civil Service Commissioner.

Charles H. Ashman, Personnel Director of the State of Rhode Island.

Thomas Bransford, Personnel Utilization Division, U. S. Civil Service Commission.

Sanford Bates, Chairman of the New Jersey Parole Commission.

President Harold W. Dodds of Princeton University.

Dr. John Sly, Director of the Princeton Surveys.

James E. Rossell, Director, Second Regional Office (NYC), U. S. Civil Service Commission.

Henry Reining of Rogers & Slade.

Edgar B. Young, Assistant to the Executive Director, Port of New York Authority.

William Kilian, Assistant Personnel Technician, N. Y. State Civil Service Commission.

### League Advises Caution

The National Civil Service League adopted the following resolution in NYC:

"RESOLVED, that the League recognizes the practical difficulties prompting the President's Executive Order authorizing the Federal agencies to conduct examinations and establish eligible lists for professional, scientific and technical positions in the departmental services and for all positions in the field services, and believes this Order will expedite reconversion of the Federal civil service to a peace-time basis.

"The League believes that the special examiners to be designated by the departments should,

while acting in such capacity, be deemed to be agents of the U. S. Civil Service Commission and responsible to the Commission for their official acts while serving as special examiners, so that the responsibility for administering civil service examinations throughout the federal service may remain under the direct supervision and control of the Commission.

"The League urges the public to be on the alert to scotch any attempts to cover in incompetent war-duration appointees."

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## Church Announcements

FOR CIVIL SERVICE EMPLOYEES

**Holy Innocents**  
128 WEST 37th STREET  
NEW YORK CITY

DAILY MASSES—7, 7:30, 8, 8:30, 9, 12:15, 12:45  
SUNDAY MASSES—2:20, 4, 7, 8, 9, 10, 11, 12, 12:50  
DAILY SERVICES—11:50, 1:15, 3, 5:15, 5:45, 7:30  
SUNDAY SERVICES (P. M.)—5:30 and 7:30  
CONFESSIONS—At all times.

**St. Francis of Assisi**  
(National Shrine of St. Anthony)  
195 WEST 31st STREET  
NEW YORK CITY

SUNDAY MASSES—2:30, 2:45, 5, 6, 7, 8, 9, 10, 11, 11:30, 12, 12:30, 12:45  
(For Members of Armed Forces Only: 3 P. M.)  
DAILY MASSES—5, 6, 8:30, 7, 8, 8:30, 9, 10, 11:30  
(11 Tuesday), 12:15  
CONFESSIONS—Every day of the year from 8:30 A. M. to 10 P. M.

### Night Worker's Mass

1 A. M. Every Sunday and Holy Day.

Weekday Noon Mass at 12:35 P. M. (except Sat.) during Lent.

### St. Alphonsus Church

West Broadway at Canal St., NYC

### NOONDAY MASS—12.15

Every Day During Lent

### ST. BONIFACE CHURCH

SECOND AVE. cor. 47th St., N. Y.

Mondays at 12.20 due to Miraculous Medal Devotions at 12.10

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The Greatest of All Lenten Dramas

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March 10, 17, 24, 31  
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P. S. Bus Terminal, 41st St. (Between 7th and 8th Aves.) Bus No. 67  
Midtown Bus Terminal, 43rd St. (Between 6th and 7th Aves.), Paterson Bus



# Permanent Jobs Offered by U. S. To Steno-Typists

(Continued from Page 1)

The examinations introduce 7 changes in Federal practice:

1. Age limits, suspended during the war, are re-established, although on a liberal basis, 18 to 62, inclusive, men and women.
2. Application cards will be issued first, instead of the usual Form 57.
3. Candidates must specify on the cards, besides some basic data, whether they would prefer to work in the area in which they now live, or in Washington, D. C., and will be notified accordingly when and where to appear for examination.
4. When the candidates are notified when and where to report for the examination they must bring in Form 57, properly filled out. The Commission will supply all necessary information and blanks. Previously Form 57 was the first paper filed. The form has been greatly simplified.

application cards by mail. Also, the filled-in cards may be filed by mail. However, those desiring to apply or to return the cards personally may do so.

The mail address is U. S. Civil Service Commission, Second Region, 641 Washington Street, New York 14, N. Y.

To get to the Commission's building, take the Seventh Ave. subway local to Christopher St., walk up the steps to the street level, and then walk west. The office is in a large red building on the southeast corner of Washington and Christopher Streets.

**Advantages Stressed**

The advantages of working for the Federal government were stressed by Director Russell. He mentioned the 5-day work week, the 26 days of annual leave, and the sick leave of 15 days (based on actual sickness). The only note of sympathy he sounded was because of the requirement that candidates bring a typewriter.

The government does not as a rule supply typewriters, so he advises any who intend to take either examination to begin preparations now for bringing a typewriter. Previously one could be rented from private sources at \$1.50. Now the price is much higher and typewriters are hard to borrow regardless of price.

There are no requirements of education or training for taking either examination. All one has to be is a citizen of the United States, within the prescribed age limits, and in good health.

The Commission explained the operations of the examination. First a general written test will be given to all candidates. Then a typing test will be held. That finishes the examination for the typists. The third part of the test will consist of shorthand and transcription for the Stenographer candidates only.

# V. A. Offers Jobs Up to \$5,180

The Veterans Administration is seeking qualified personnel to fill about 150 vacancies nationally as Special Services chiefs, assistant chiefs, recreational directors, and recreational aides in VA hospitals, VA announced today. Starting salaries range from \$2,320 to \$5,180 a year.

The positions have been created by the opening of VA's new special services program, in which the recreation, athletic, canteen, chaplaincy, and library services at hospitals are being coordinated and enlarged under special services staffs.

Following are qualifications required for special services chiefs and assistant chiefs:

**CAF-12 (\$5,180):** Total experience 8 years as follows: Three and a half years of general experience as a playground director, dramatic coach, director of stage shows or similar occupations in which recreational activity of sizeable groups has been directed. Not more than two years of this can have been in an administrative or supervisory capacity not associated with recreational activities. Two and a half additional years of specialized experience in a position requiring the organization and planning of a recreation or entertainment program for such groups. The specialized experience must be comparable in scope and level to the position to be filled.

**CAF-11 (\$4,300):** Three years of general experience and two years of specialized planning experience similar to that required for CAF-12 positions.

**CAF-9 (\$3,640):** Two and a half years of the general experience and one and a half years of the specialized planning experience as described above.

Qualifications for the positions as recreational directors and recreational aides, who will work under the direction of hospital special services chiefs, follow:

**CAF-7 (\$2,980):** Two years of general experience as a playground, recreation, dramatic or stage show assistant, or in similar occupation. Participation in recreational or entertainment activities of sizeable groups. At least one additional year of experience in the planning, supervision, or administration of a recreation program for such an organization.

**CAF-5 (\$3,320):** At least two years of experience as an aide or supervisor in a recreation or entertainment program for an Army post, Naval station, local Y.M.C.A., boys' club, municipal welfare and recreation department, or a similar group. College work may be substituted for as much as two years of general experience for all jobs, with each year of college work equalling six months of experience.

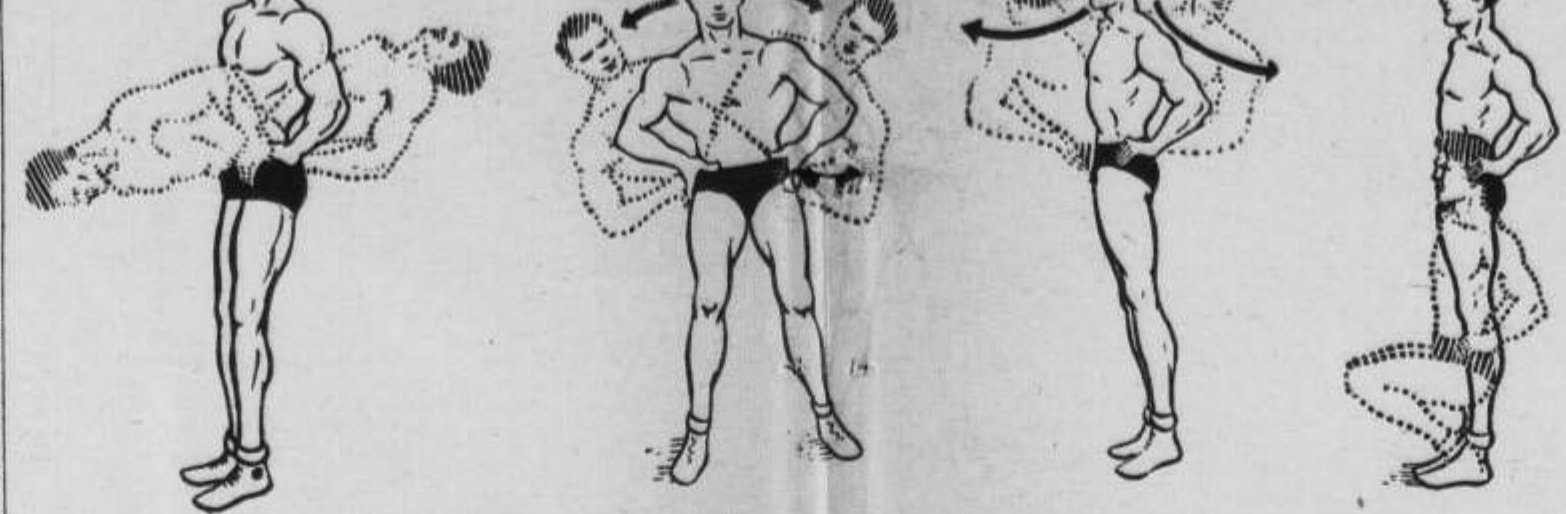
Before you start you must be sure to have a complete physical examination by your family physician. Only after you get a clean bill of health from him should you attempt to start this phase of your training.

The conditioning period need last only a week if you devote at least a half hour a day (preferably an hour) to following the procedures listed below. They constitute your "daily dozen." You will do best by practicing for a half hour in the morning, and again in the evening. You may get stiff after the first day, but this is natural. Don't stop exercising but work out the stiffness by going through the routine regularly. Muscle soreness or stiffness can be treated with good effect by hot baths and massage.

The exercises described below are conditioning exercises for any type of training for any physical test. You can practice them at home without using any special apparatus.

1. Stand up straight. Spread the feet apart in a comfortable stance. Place the hands on the hips. Now, with the knees stiff, bend your body at the waist until the upper half of your body is parallel to the floor. Keep your head up. Now straighten up and bend back as far as you can without losing your balance. Repeat twenty-four times. Increase daily by two until at the end of the week you are doing this maneuver thirty-six times.
2. Stand up straight. Spread the feet apart in a comfortable stance. Place the hands on the hips. Now, while you maintain your legs rigidly in position, bend your waist first to the right and then to the left as far as you can. Repeat twenty-four times and increase daily by two.
3. Stand up straight. Spread the feet apart in a comfortable stance. Place the hands on the hips. Maintain your legs rigidly in position. Now, turn from the waist, first to the right and then to the left as far as you can. Repeat twenty-four times and increase daily by two.
4. Stand up straight. Keep the heels together and the toes pointed out at an angle of forty-five degrees. Place the hands on the hips. Now, bend the knees slowly and lower your body to a squatting position, keeping your spine erect. Return slowly to your standing position. Repeat this twenty-four times and increase daily by two.
5. Stand up straight with the head up and the chin in. Extend your arms straight out to the sides at shoulder level, with your palms facing up. Now circle the arms backward slowly. The finger tips should describe a circle of about ten inches in diameter. After repeating this maneuver twenty-four times in a backward circle, repeat in a forward circle. Increase daily by two.
6. Stand erect. Keep the heels together. Bend the knees and lower your body in a squatting position. Bend forward a little and place your palms down on the floor, shoulder width apart. Now, placing your weight on your palms, kick back, straighten out your knees, arch your body slightly, and touch the floor with your toes. Now return the knee-bent position. Stand up erect. These maneuvers should be performed to a count of four. At one you squat. At two you kick back. At three you return to the squat. At four you straighten up. Repeat ten times and increase daily by two.
7. Stand up straight. Keep the heels together and the toes pointed out at a forty-five degree angle. Place your hands on your hips. Now slowly bend your head back slowly as far as you can. Repeat eight times. Now, starting with the head erect again, bend the neck first to the right and then to the left eight times. Again starting with the head erect, turn the head slowly first to the right and then to the left eight times. Increase this maneuver daily by two. It is extremely important to perform these movements slowly. Jerking the head quickly may strain the neck muscles severely.
8. Sit on the floor with the spine erect. Keep the knees stiff and the legs extended straight forward with the heels together. Now place the palms of your hands on the floor, slightly back of the

# How to Pass Patrolman Physical Test



Candidates passed the first hazard on their way as NYC Patrolman when they took the written portion of the examination last Saturday. The next goal is the physical examination. To help candidates prepare for this examination, The LEADER shows how to get in condition.

**By DR. FRANCIS P. WALL, Professor, Physical Education, N. Y. University, and Special Consultant to the NYC Civil Service Commission**

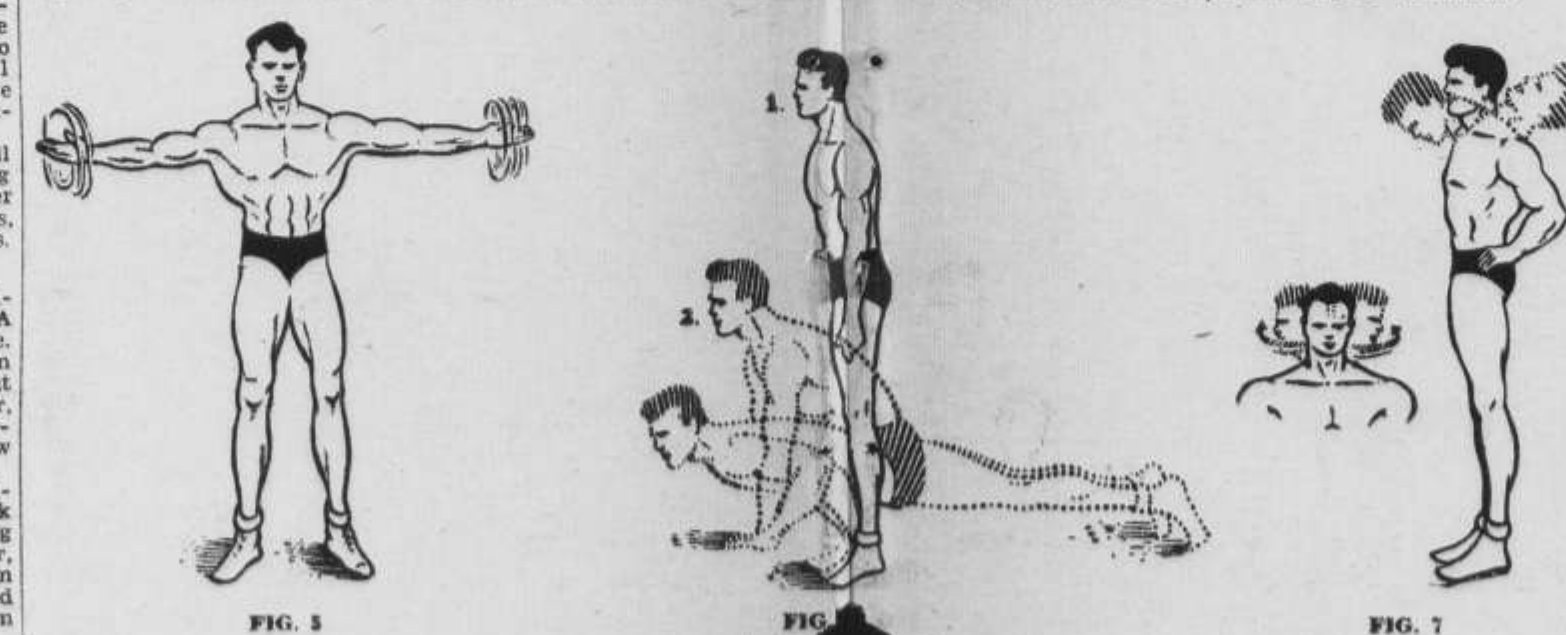
The purpose of practicing body building exercises is to condition the body for the more strenuous training of the physical tests. A football player is not permitted to scrimmage until he has had a preparatory limbering-up period of general training because he must first loosen his muscles and tone them up before he subjects them to extraordinary strains. If you plunge right into rigorous training for your physical tests, you may put too much strain on muscles that are not adequately prepared. Therefore it is essential to undergo this preliminary conditioning.

Before you start you must be sure to have a complete physical examination by your family physician. Only after you get a clean bill of health from him should you attempt to start this phase of your training.

The conditioning period need last only a week if you devote at least a half hour a day (preferably an hour) to following the procedures listed below. They constitute your "daily dozen." You will do best by practicing for a half hour in the morning, and again in the evening. You may get stiff after the first day, but this is natural. Don't stop exercising but work out the stiffness by going through the routine regularly. Muscle soreness or stiffness can be treated with good effect by hot baths and massage.

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# NYC Police Exam

(Continued from Page 1)

but has warned them that there must be no sacrifice of accuracy.

The written test was held a week ago last Saturday. Key answers were published in The LEADER last week, issue of March 12.

**March 22 Last Appeal Date**

While all candidates are presumed to have checked their answers against the official key answers and are wondering if they are among those who passed, no Commission official would hazard a guess as to what would constitute a passing grade on the test.

At press time, no appeals from the tentative key answers had been received by the Commission. However, candidates have until March 22 to file in writing any objections with the Civil Service Commission. Authoritative sup-

porting evidence must accompany the appeal.

In reply to many inquiries, the point was again stressed that candidates will be marked solely on their performance on the written and physical tests. No credit is given for any previous training, education or experience, in public or private employ.

In addition to the written and physical tests, each candidate will be required to pass a thorough character investigation and all statements made on the application forms in regard to past employment, residence, etc., will be carefully checked by the Commission's Investigation Bureau.

Fingerprints of all candidates are checked with the NYC and the FBI criminal files, and also with the files of mental institutions to determine if the candidate has ever been confined for any mental disorder.

Preference in hiring for all positions is given in the following order: disabled veterans, other veterans and widows of veterans, displaced Federal workers, others.

**Where to Apply**

Persons interested in these positions should apply to the VA branch office at 252 7th Avenue. There they will receive application blanks which should be filled out and mailed to the Director, Special Services, Veterans Administration, 299 Broadway, New York 7, N. Y.

While there are a limited number of openings in the New York area, some applicants are being referred to other regions. However, it is expected that the program will expand after July 18 and more applicants will be placed in the summer.

# \$6,257 IS FORFEITED BY POLICE CANDIDATES

The high percentage of candidates who failed to appear for the written examination for Patrolman (P.D.), held a week ago Saturday, increased the chances of those who took the test. Although 24,512 candidates had paid their \$1 fee and filed applications, 6,257 failed to show up for the examination.

That leaves 18,255 who actually took the test, and of these, 5,000 will be passed and allowed to compete in the physical exam.

That gives each candidate better than a 4-1 chance of getting over the first hurdle on the way to the Patrolman's badge and job.

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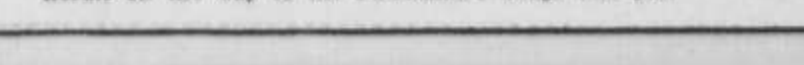
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# Official U. S. Study Aid For Steno-Typist Exam

The U. S. Civil Service Commission released the following descriptions and samples of the tests for Stenographer and Typist examinations, emphasizing that competitors must furnish typewriting machines for use in the examinations.

**COPYING FROM PLAIN COPY**  
(Both Typists and Stenographers take this):

The sample given below shows the type of material that competitors must copy. Competitors will be required to meet certain minimums in accuracy as well as in speed. Above the minimum speed and accuracy requirements, accuracy counts twice as much as speed in determining the final rating on Copying from Plain Copy.

See how many times you can copy the sample below in 10 minutes and how many errors you average in each copy.

If you are a non-preference competitor you must type the exercise at least 1 3/5 times; otherwise your paper will be rated "Ineligible" on speed and will not receive further consideration. Unless you average fewer than 9 errors in each complete copy of this exercise your paper will be rated "Ineligible" on accuracy and will not receive further consideration.

Typing the exercise 3 1/5 times in 10 minutes gives the maximum speed score.

The directions for the test in Copying from Plain Copy are as follows:

Typewrite the exercise shown below. Space, paragraph, spell, punctuate, capitalize, and begin and end each line precisely as in the exercise. In the examination you will have 10 minutes in which to make repeated copies of the test exercise, keeping in mind that your rating will depend upon accuracy as well as speed. Use both sides of the paper. Each time you complete the exercise, simply double space once and begin again. Keep on typing until told to stop. Make no erasures, insertions, or other corrections in this Plain Copy Test.

The following is a sample of Copying from Plain Copy which must be typed line for line, for exactly 10 minutes. Type the same material over and over, as many times as you can in the 10 minutes allowed.

This practice exercise is similar in length and in difficulty to the one that you will be required to typewrite for the Plain Copy Test. You are to space, capitalize, punctuate, spell, and begin and end each line precisely as in the copy. Make no erasures, insertions, or other changes in this test because errors will be penalized even if they are erased or otherwise corrected. Practice typewriting this material on scratch paper until the examiner tells you to stop, remembering that for this examination it is more important for you to typewrite accurately than to typewrite rapidly.

There are several ways in which a typist can prepare herself to be an efficient worker in a business office. First of all, she should know her typewriter thoroughly, the location of all the keys, even those used infrequently, the use of the marginal stops and the extra devices furnished on modern typewriters. In addition to being completely familiar with the typewriter, she should know how to use the dictionary to verify the spellings and definitions of unfamiliar words. Even though a letter has been typewritten neatly, without erasures or strikeouts, it will still be considered unsatisfactory if it contains any misspellings whatsoever.

**GENERAL TEST**  
(Both Typists and Stenographers take this):

The following samples show the type and approximate difficulty

of questions that will be used in the General Test; they show also how the questions are to be answered by those who take the examination. Read the directions below, then look over the questions carefully and try to answer them. Record your answers on the Sample Answer Sheet. Then check your answers with the Answers to Sample Questions.

Each sample question has several suggested answers lettered A, B, C, etc. Decide which one is the best answer to the question. Then on the Sample Answer Sheet find the answer space numbered to correspond with the number of the question and blacken the space between the pair of lines lettered the same as the best suggested answer.

Answer these sample questions on the Sample Answer Sheet below.

1. AUTHENTIC means most nearly
  - A) detailed
  - B) reliable
  - C) valuable
  - D) technical
  - E) practical
2. Read the next paragraph and answer the question which follow it.
 

(Reading) "Just as the procedure of a collection department must be clear-cut and definite, the steps being taken with the sureness of a skilled chess player, so the various paragraphs of a collection letter must show clear organization, giving evidence of a mind that, from the beginning, has had a specific end in view."

The quotation best supports the statement that a collection letter should always

  - A) show a spirit of sportsmanship;
  - B) be divided into several paragraphs;
  - C) express confidence in the debtor;
  - D) be brief, but courteous;
  - E) be carefully planned.

Find the correct spelling of the word. If there is no correct spelling, mark D on your answer sheet:

3. A) occasion C) occasion  
B) occassion D) None of these
4. A) amature C) amatuer  
B) amatur D) None of these

Select the sentence that is preferable with respect to grammar and good usage in a formal letter or report:

5. A) They don't ordinarily present these kind of reports in detail like this.  
B) Reports like this is not generally given in such great detail.  
C) A report of this kind isn't hardly ever given in such detail as this one.  
D) This report is more detailed than what such reports ordinarily are.  
E) Reports of this kind are not ordinarily presented in detail, as this one is.

Answers: 1.B; 2.E; 3.B; 4.D; 5.E.

**STENOGRAPHY**  
(Dictation and transcription. Only Stenographers take this.)

A practice dictation and two exercises of 240 words each will be dictated. Only one of the exercises will be transcribed. Competitors will be allowed 10 minutes to study their notes on the two exercises and 20 minutes to transcribe the one chosen.

Dictation will be at the rate of 96 words a minute.

The following is a sample of the kind of exercise that will be dictated. If each pair of lines is dictated in exactly 10 seconds, the dictation will be at the rate of 96 words per minute. Have someone dictate the exercise to you at the rate shown, so that you may have some idea as to how well prepared you are to take the examination.

The practice of paying workers by checks instead of in cash reduces the danger of losses. (Period.) 10 sec.

Another advantage which is important to large firms employing many people is that by this method their blank balances are kept at a higher figure. (Period.) This is due to the fact that checks often pass through many hands and are frequently delayed in arriving at the bank. (Period.) In these days when business methods are tested by careful accounting, the system of paying by check instead of in cash has demonstrated its value. (Period.) Most large companies which have adopted the system have found that using checks reduces the time and labor required to pay the workers. (Period.) The use of checks also reduces the number of mistakes which are made in paying workers, and offers a method of discovering the few errors that do occur. (Period.) As a rule, local banks have been found quite willing to assist employers in making this system operate smoothly. (Period.) To meet the objections to cashing checks made out to persons not known by the bankers, many companies provide special cards for workmen to present at the bank. (Period.) The use of checks instead of currency is not always liked by workmen, but after a trial of the new system their opposition disappears. (Period.) The system has proved of value to both the banks and the workmen, since it brings the workmen into contact with the banks and shows them the practical advantages of having a bank account. (Period.) 30 sec.

Any system or method of making notes, including the use of shorthand writing machines, is acceptable, provided that the notes are given to the examiner after being transcribed. The use of typewriters for making notes is not permitted, because the noise of the machines would interfere with the dictation.

The use of an eraser is permitted in this test.

# 2 Major Revisions Made in Form 57

Special to The LEADER

WASHINGTON, Mar. 19—Form 57, Application for Federal Employment, has been revised, the U. S. Civil Service Commission announced today. There are two major changes:

(1) The inclusion of space for listing information about experience and education acquired in the military service. Previously it was necessary to list such information on a separate form.

(2) The omission of the jurat or oath. Applicants may now sign their applications without appearing before a notary public or other officer authorized to administer oaths. However, false statements on the application continue to be punishable by law.

The questions have been rearranged to speed up the processing of the applications by Civil Service Commission examiners and clerical workers.

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# CLERK, STENO, AND TYPIST JOBS OPEN IN MANILA

Non-civil service jobs with the State Department in Manila are now open both for men and women. Husbands and wives will be accepted, if they both take jobs. The jobs are open in connection with the disposal of surplus materials left in the Philippines.

Clerks are offered \$2,100 to \$2,320, plus \$1,980 living allowance. Stenographers and Typists are also wanted at the same salaries. Persons with fiscal, legal, sales or catalogue and price experience are needed at \$2,600 plus the living allowance; and there are fiscal and legal jobs at \$2,980.

Applications may be obtained and filed at Room 236, Civil Service Commission, 641 Washington Street, Manhattan.



# DEDUCTING VALUE OF PENSION FROM PREVAILING RATE OF PAY BARRED BY COURT OF APPEALS

ALBANY, March 19—A decision just handed down by the Court of Appeals holds that pension and paid vacation values can not be deducted from prevailing rates. In the case of Giannettino vs. McGoldrick the right of the Comptroller to order deductions

was challenged. Under Section 220 of the State Labor Law, skilled craftsmen in city employ are entitled to the prevailing rate in private industry for their type of work. Any such employee who feels that he is receiving less than this rate may file a claim with the Comptroller, who must order a survey of the outside rates, then adjust the employee's salary and grant him the difference, if any, in back pay.

However, in computing the new rate of pay, the Comptroller has been considering the "extra" benefits of paid vacations and pension contributions by the City and has made 10 per cent deductions in awards for this.

This case contested the right of the city to make this deduction and the employee finally won. In future prevailing rate awards, the employees will receive the full outside salary scales.

### 18,000 Under Rate Law

The Court's decision, in the opinion of some NYC officials, is not retroactive and merely covers future determinations, the Comptroller holds. However, employees who have been granted the reduced awards are talking about

## Council Asks Adoption of 5 Legislative Bills

The NYC Council requested the State Legislature to take favorable action on bills which affect municipal employees. Following are the measures:

To assure the employment of civil service architects, engineers and inspectors.

To allow the City to pay pension contributions for employees during the time they were in military service.

Granting eligibility credit for time spent on a preferred list after involuntary lay-off.

Granting pension time credit for service with the Emergency Relief Bureau.

Granting pension time credit for the time on accredited leave of absence to engage in work connected with the war effort.

starting action to have their rates brought up by 10 per cent and to apply for awards for the back-pay differential under the ruling.

Approximately 18,000 NYC employees come under Section 220, which covers "laborers, workmen or mechanics." At present about 10,000 claims for new wage determinations and back pay are on file with the Comptroller. Among the larger groups are Sanitation Men C, 500; Maintenance Men (Hospitals), 550; Carpenters, 135; Painters, 200; Electricians, 115; Firemen (Stationary), 450; Oilers, 450; Asphalt Workers, 650.

Leopold V. Rossi was attorney for the plaintiff in the Giannettino case.

## PAROLE OFFICER EXAM DUE TO BE HELD IN APRIL

(Continued from Page 1)

tions will be issued by the State Civil Service Commission at 80 Centre Street, New York 8, N. Y., and in the State Office Building, Albany 1, N. Y.

The duties and qualifications as suggested by the Commission follow, but at the request of the Parole Board some changes, not yet made public, have been introduced:

### DUTIES

Under general supervision, to make pre-parole investigations of inmates eligible for release on parole from State Prisons and Reformatory and Institutions for Defective Delinquents; to do social case work and community protection in the surveillance, supervision and guidance of parole prisoners; and to do related work as required. Examples (illustrative only): Investigating inmates' prospective homes, family relationships, employment and general environment; securing for the Parole Board's consideration information regarding inmates' conduct, health, religious observance and general attitude and other information pertinent to their applications for parole; supervising persons released on parole; doing social case work with parolees and their families and assisting parolees in their rehabilitation and reinstatement in the community; investigating employment opportunities and arranging for placement of parolees; investigating complaints lodged against parolees; checking law violations; apprehending and returning to custody parole violators; securing the return of absconded parolees; maintaining case records; making reports; interpreting the work of the Parole Division in the community.

### MINIMUM QUALIFICATIONS

Candidates must meet the requirements of one of the following groups: Either (a) six years of satisfactory full-time paid experience in (1) social case work, probation, or parole, (2) criminal investigation work of a high level, or (3) work in a correctional institution involving the handling, interviewing, and guidance of inmates, and graduation from a standard senior high school or equivalent education; or (b) two years of satisfactory full-time paid experience as described under (a), and graduation from a recognized college or university from a four-year course for which a bachelor's degree is granted; or (c) a satisfactory equivalent combination of the foregoing training and experience.

In any of the above outlined groups satisfactory completion of full-time training in an approved school of social work may be substituted for the required social case work experience, one year of such study with supervised field work being the equivalent of one year of experience.

## Resolution Asks Bonus Be Made Permanent

The present NYC cost-of-living bonus should be made a permanent increase and apply to all City employees, says a resolution introduced into the NYC Council and referred to its Finance Committee.

The measure was introduced by Council Vice-chairman Joseph T. Sharkey, to be forwarded to the Board of Estimate and Mayor O'Dwyer.

## Hospitalization Bill is Backed By Fire Leaders

John P. Crane, President of the Uniformed Firemen's Association of Greater New York, and Captain Elmer A. Ryan, President of the Uniformed Fire Officers' Association of the NYC Fire Department, spoke before the State Legislative Committee of the City Council at City Hall in favor of a pending resolution for better hospitalization of Firemen injured in line of duty.

The measure, introduced by Councilman Edward Cunningham of the Bronx, would authorize a message from the city to the Legislature, urging that a bill now before the Senate and Assembly be enacted.

The Albany proposal provides that "any member of the Fire Department of any city of this State having a population of 1,000,000 or more, who shall be injured while actually employed in the discharge of duty or who, as a result of illness directly traceable to the performance of duty, shall . . . be received by any public, private or semi-private hospital for care and treatment at the usual private or semi-private patient rates."

As the law stands now, the city is empowered to pay only ward rates regardless of the seriousness of a Fireman's injury or the immediacy of the need of treatment.

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Application forms may be obtained now from the State Civil Service Commission at 80 Centre Street, New York 8, N. Y., by mail or in person, or from the Commission at the State Office Building, Albany 1, N. Y. If applying by mail, enclose a 9-inch, stamped envelope with 6 cents postage. Refer to examination No. 4037.

The test will be held on April 27. April 6 is the last day to file applications.

STATE PROMOTION

No. 1176. (Re-issued) Principal Clerk, Banking Department. Salary \$2,000 to \$2,500. Two vacancies in NYC office, one in Albany. Closes March 23.

No. 3890. Head Clerk (Purchase), up-State area, Division of Placement and Unemployment Insurance, Department of Labor. Salary \$2,500 to \$3,100. Closes March 28.

No. 3801. Head Mail and Supply Clerk, up-State area, Division of Placement and Unemployment Insurance. Salary \$2,500 to \$3,100. Closes March 28.

COUNTY PROMOTIONS

(Closing Date, March 22)

No. 1240. Police Lieutenant, Police Department, Town of Lancaster, Erie County. Usual salary \$2,400. Application fee \$2. At present, one vacancy exists at \$2,400.

No. 1239. Principal Clerk, Office of Erie County Clerk (Auto Bureau), Erie County. Usual salary range \$1,870 to \$2,160. Application fee \$1. One vacancy exists at \$1,870.

No. 1241. Secretary to Deputy Commissioner, Department of Social Welfare, Erie County. Usual salary \$2,190. Application fee \$2. At present one vacancy exists at \$2,190.

No. 1238. Cashier, Office of Erie County Clerk (Auto Bureau), Erie County. Usual salary range \$2,510 to \$2,800. Application fee \$2. At present two vacancies exist at \$2,510.

No. 1244. Librarian III, Village of Tuckahoe, Westchester County. Usual salary range \$1,800 to \$2,700. Application fee \$1. One vacancy exists.

No. 1243. Junior Budget Examiner, Division of the Budget, Westchester County. Usual salary range \$2,040 to \$2,400, plus a war emergency compensation of \$360. Application fee \$2. One vacancy exists in the Division of the Budget.

No. 1246. Personnel Clerk, Personnel Department, Westchester County. Usual salary range \$1,440 to \$1,800, plus a war emergency compensation of \$360. Application fee \$1. Two vacancies exist.

No. 1245. Police Sergeant, Department of Police, Village of Portchester, Westchester County. Salary \$2,830. Application fee \$2.

No. 1242. Intermediate Account Clerk, Department of Finance, Westchester County. Usual salary range \$1,260 to \$1,620, plus a war emergency compensation of \$360. Application fee \$1.

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NYC

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Monday, April 8—Final date for filing applications.

April 24 and/or 25—Date of the short-answer part of the written test. Applicants will be informed in their notices of admission of the exact time and place of the test. Applicants who arrive late may be excluded.

July 5 and 8—Dates of the essay-type part of the written test. Application Fee—\$10.

Salary—\$5,000 to \$7,000, by nine annual increments conditioned upon satisfactory service.

Eligibility Requirements—

I. Age—25 to 40 years.

II. Experience—Eight years of teaching on a per annum salary in day schools, three of which shall have been in elementary and/or junior high schools and/or as first assistant in day high schools.

(Two years of substitute teaching may be offered in lieu of two of the required eight years of teaching on a per annum salary other than the minimum of three years in elementary and/or junior high schools, provided such substitute service shall have been under supervision and consisted of not less than 80 days of school service in any consecutive 90 school. For such substitute service, a credit of one year shall be based on not fewer than 160 days of actual service extending over a period of one year.)

II. Preparation—a. A baccalaureate degree of its equivalent and in addition 30 semester hours of approved graduate courses.

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Monday, April 1—Final date for filing applications.

Monday, April 15—Date by which applicants will receive notice of admission to the examinations.

Friday, April 26—Date of the written tests. Applicants will be informed in their notices of admission of the exact time and place of the tests.

September 9—Date by which applicants must meet the eligibility requirements, except as stated below or unless entitled to an extension of time under the Military Leave Regulations of the Board of Education.

Fee—\$4. Salary—\$2,040 to \$3,830, by annual increments of \$156, conditioned upon satisfactory service. Age—21 to 40 years.

Experience—(A) One year of teaching, as either substitute or regular teacher, in a special class of the type in which license is sought; or

(B) Three years of full time teaching, as either a substitute or a regular teacher, in elementary or junior high schools.



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Need a new tire? Trafalgar Tire Co., 308 Amsterdam Avenue has them—and I don't mean re-treads!

Jeanne Filder has some excellent buys in women's intimate apparel—slips, panties, gowns, blouses, all far below department store prices.

Interested in men's shirts? Universal Sportswear, 220 W. 42 Street, Room 701 has them for \$3.75.

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Fire 'Gag Rule' Legal, But Court Censures Walsh

Special to The LEADER ALBANY, March 19—The action of former Fire Commissioner Patrick Walsh in verbally notifying officers of the Uniformed Firemen's Association that they were to make no statements of any kind "for publication or otherwise" on affairs of the Department and the UFA was criticized by the Court of Appeals.

In an opinion on the motion of the UFA to have Section 248 of the Fire Department's Regulations, the "gag" rule, abolished, the Court described the action of the Commissioner as "arbitrary and unreasonable."

However, the Court held that rule in itself was not unreasonable or unconstitutional, and that its misapplication by a Commissioner could be corrected by recourse to the Courts, and therefore it did not invalidate the rule.

The case originated on May 19, 1944, when Commissioner Walsh started the 24-hour tour of added duty. The UFA immediately protested, and started a publicity

campaign against the long tour. In retaliation, John Crane, then UFA Vice-president and Chairman of the Publicity Committee, found himself exiled to a lonely post on Staten Island—a long trip from his home in the upper Bronx.

Costs in the case were awarded to the UFA, represented by Attorney David A. Savage. Assistant Corporation Counsel Seymour Quel represented the city. The American Civil Liberties Union aided the UFA in its fight against the "gag rule."

Right to Air Grievances

The modification of the earlier court decisions, as explained by Mr. Savage, reaffirms the right of the Firemen under the Civil Practice Act, which sets State policy, to appeal from actions of their Commissioner and to air legitimate grievances. The "gag rule" section of the Department's regulations merely prohibits the open discussion of departmental matters, such as fire-fighting technique, fire investigations, etc.

NYC Fire Officers Vote Affiliation with IAFF

At a well-attended meeting at the Hotel Pennsylvania, the Uniformed Fire Officers Association, UFOA, voted, 561 to 116, in favor of affiliating with the International Association of Fire Fighters.

Conferences on the affiliation are still to be held with President John Crane of the Uniformed Firemen's Association and Secretary Richardson of the IAFF. Captain Elmer Ryan, President of the UFOA, reported on meetings with the old-line organizations and with Commissioner Thomas J. Quayle on Pension Board representation and the DiFalco bill in the Council.

With the consent of the members, the results of the recent poll of all officers of the department was tabled.

Liutenant Henry Fehling, UFOA Secretary, reported that the present membership of the organization is 71.5 per cent of the total number of officers in the department.

The bonus and salary increase bills were discussed. Members voted down a resolution suggesting a change in the present working hours.

Approval of the Civil Service Commission and Budget Bureau of examinations for Fireman and Promotion to Lieutenant was announced.

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STATE OF NEW YORK ) DEPARTMENT OF STATE) ss: I DO HEREBY CERTIFY that a certificate of dissolution of NIELVANDAM CORPORATION has been filed in this department this day and its appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved.

GIVEN IN DUPLICATE under my hand and official seal of the Department of State, at the City of Albany, this sixth day of March, one thousand nine hundred and forty-six.

THOMAS J. CURRAN, Secretary of State. By Edward D. Harper, Deputy Secretary of State.

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that Liquor and Wine License LL99 has been issued to the undersigned to sell liquor and wine at wholesale, under the Alcoholic Beverage Control Law, in the premises located at 17 East 42nd St., New York City, County of New York.

NOTICE IS HEREBY GIVEN that Liquor and Wine License LL137 has been issued to the undersigned to sell liquor and wine at wholesale, under the Alcoholic Beverage Law, in the premises located at 16 Court Street, Brooklyn, New York, County of Kings.

NOTICE IS HEREBY GIVEN that Liquor and Wine License LL145 has been issued to the undersigned to sell liquor and wine at wholesale, under the alcoholic beverage control law, in the premises located at 225 Broadway, Room 4007, New York City, County of New York.

NOTICE IS HEREBY GIVEN that Liquor and Wine License LL118 has been issued to the undersigned to sell liquor and wine at wholesale, under the Alcoholic Beverage Control Law, in the premises located at 350 Fifth Avenue, New York City, County of New York.

NOTICE IS HEREBY GIVEN that Wine License WW 92 has been issued to the undersigned to sell wine at wholesale, under the Alcoholic Beverage Control Law, in the premises located at 601 West 28th Street, New York City, County of New York.

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NOTICE IS HEREBY GIVEN that Liquor and Wine License LL72 has been issued to the undersigned to sell liquor and wine at wholesale, under the Alcoholic Beverage Control Law, in the premises located at 350 Fifth Avenue, New York City, County of New York.

NOTICE IS HEREBY GIVEN that Liquor and Wine License LL119 has been issued to the undersigned to sell liquor and wine at wholesale, under the Alcoholic Beverage Control Law, in the premises located at 350 Fifth Avenue, New York City, County of New York.

NOTICE is hereby given that wholesaler's liquor license LL-54 has been issued to the undersigned to sell liquor at wholesale under the Alcoholic Beverage Control Law in the premises located at 27 William St., City and County of New York.

NOTICE is hereby given that renewal of License No. 1784 has been issued to the undersigned to sell wine of liquor at retail under the Alcoholic Beverage Control Law, at 588 Lexington Ave., County of New York, City of New York for off-premises consumption.

NOTICE IS HEREBY GIVEN that Liquor License No. HL-00192 has been issued to the undersigned to sell alcoholic beverages at retail in a hotel, under the Alcoholic Beverage Control Law, at 106-14 East 88th St., City and County of New York, for on-premises consumption.

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3,000 NYC Vets Certified Since New Preference Law Went Into Effect

Since the Veteran Preference Amendment went into effect in New York State on Jan. 1 last, the NYC Civil Service Commission reports that it has certified the names of more than 3,000 veterans for permanent appointment from eligible lists.

To make these certifications, the Commission reports, each eligible had to be checked to determine his status as an honorably discharged veteran. If a claim for disabled veterans preference was filed, the disability also

had to be investigated. And each list had to be recompiled to meet the requirements of the new law.

The largest number of certifications were made, according to the Commission's records, from the following lists: Conductor; Sanitation Man; Track man; Clerk; Patrolman (P.D.); Senior Accountant (Promotion); Assistant Gardener; Sergeant, Lieutenant and Captain (P.D.); Cleaner and Maintainer's Helper, Board of Transportation; Temporary Social Investigator; and Climber and Pruner.

VA MAKES JOBS PERMANENT FOR DISABLED VETERANS

Special to The LEADER

WASHINGTON, March 19—The Veterans Administration is taking immediate steps to confer permanent Civil Service status upon eligible disabled veterans in its employ. It was announced today by George H. Sweet, Assistant Administrator for Personnel.

Thus the VA becomes among the first of Federal agencies to act under the authorization given by the President and implemented by the Civil Service Commission.

Any honorably-discharged veteran serving under a war service, indefinite appointment who has a presently existing service-connected disability of not less than 10 per cent may have permanent civil service status (or probational

status) conferred upon him under the following conditions:

(1) If he has completed a trial period of one year during which his services have been satisfactory, he may receive permanent civil service status;

(2) If he has not completed a trial period of one year, he may receive probational status. He then must complete the trial period of one year from the date of his war service indefinite appointment before he may receive permanent status.

The VA is responsible for determining who is eligible, and obtaining and reviewing any evidence needed to process the conversions. It is not necessary for the individual concerned to do more than furnish data.

PREFERENCE CLAIMS GRANTED

Preference as disabled veterans was granted to the following by the Municipal Civil Service Commission:

Inspector of Printing and Stationery, Grade 2, Robert J. Croker, Jr.

Surface Line Dispatcher, BMT Division, New York City Transit System, Carmelo Arso.

Promotion to Assistant Supervisor, Grade 2, Department of Welfare, A. Raymond Incurvia.

Promotion to Maintenance Man, Department of Parks (General), Joseph L. Wilmer.

Conductor, Stanley J. Lucas.

Attendant - Messenger, Stanley J. Kosinski.

Sanitation Man, Vincent P. Blake.

Sanitation Man, Class A, Philip Panchansky.

3 Women Vets Get Welfare Jobs

Twenty-four men and 3 women veterans are among the 75 Social Investigators being appointed to the NYC Welfare Department.

Twenty-five were appointed some weeks ago, 25 started to work yesterday, and another 25 will begin work on March 25.

A breakdown of the new appointees shows 33 men and 42 women in the group. Salaries offered the provisional investigators are \$1,560 with a \$240 bonus, a total of \$1,800 a year.

As all vacancies have been filled, recruitment for the position has been stopped.

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# Amusement

By J. RICHARD BURSTIN

**RAMBUNCTIOUS** spot attraction on the stage of the Paramount Theatre is a guy who calls himself "the atomic comic"! Get to know Pat Henning—you'll like the rest of the show, too, "Road to Utopia" being the latest Crosby-Hope affair.

An opening at the Booth Theatre tomorrow finds a new Theatre Guild production under way. This one, "He Who Gets Slapped," is Pagliacci-like in theme; clown with broken heart and circus intrigues combine to form a patchwork panorama of human conflicts which should make for drama a bit different than is being seen currently. Dennis King is the clown and other notables have been engaged for supporting roles.

The movie man of the hour is "Oscar" winner Ray Milland. Told that he would be on call for a radio show, he asked what the date of the performance would be. His agent said, "If you must know, it's the 17th, but what's the difference?" Well, o.k., as long as it's not the lost weekend."

The new show at the Strand is a lavish musical with Joan Leslie. It's "Cinderella Jones" with Robert Alda as the co-star. On stage is the Cab Calloway of hi-de-ho fame.

The beautifully gardenized Forsythia Room in the Hotel Granada was opened with big doings. The spot is something new in supper clubs and definitely something to see.

The country comic of radio, Herb Shriner is featured on the stage of the Roxy Theatre. The



**CAB CALLOWAY**, who is on stage at the Strand.

melodramatic efforts of Maureen O'Hara and John Payne in "Sentimental Journey" provide teary but heart-warming entertainment...

### W. J. McCAFFREY DIES

William John McCaffrey, for 37 years a member of the staff of the General Manager's office of the Interborough Rapid Transit Company and of the Assistant General Superintendent of the IRT Division, NYC Transit System, since unification, died at his home in Weehawken, N. J. He had been ill since October of last year.

## City-Wide Study Of Employment Urged on O'Dwyer

Charles Burlingham, chairman of the Executive Committee of the Civil Service Reform Association, in a letter to Mayor O'Dwyer suggested the Mayor's Special Committee make an overall study of employee problems.

The Special Committee is studying employee relationships in the Board of Transportation. Mr. Burlingham says the Special Committee could recommend a general policy to be followed by all departments. The letter, sent on behalf of the Association, said:

"The Association's Executive Committee notes with satisfaction that in connection with certain issues which arose during the recent threatened strike of the city transit system employees you have selected an able Committee to consider the proper relationship which should exist between the Board of Transportation and its employees.

"We believe it would be in the public interest, including that of the employees of the city, if your Special Committee were to consider the over-all problem of the City's relationship to its employees with a view to recommending a general policy to be followed by all departments.

"With this in view, we commend to you and your Special Committee the report of the National Civil Service League on 'Employee Organizations and the Government Service,' made public recently. We believe this report, prepared after careful study, and representing the composite views of representatives of public administrators, industry, labor and the professions, embodies sound principles of public employer-employee relations."

## Civil Service Boards Not Always Necessary, Kaplan Says in Speech

A searching analysis of Civil Service in action was presented to the large attendance at the recent Regional Conference of the Civil Service Assembly by H. Eliot Kaplan, Executive Secretary of the Civil Service Reform Association.

Mr. Kaplan questioned the capacity of personnel administrators to function as fiscal officers or of fiscal officers to function as personnel administrators.

He said that Civil Service Commissions are not always necessary. Large government units find a Commission necessary," he said. "Smaller units may function with a personnel administrator." He added:

### Functions Stated

"The true public administration picture is not sufficiently clarified."

He pointed out the proper functions of a Commission as policy making, public relations, enacting rules, and assuring the administration of the merit system.

"A Civil Service Commission," Kaplan said, "should serve as a buffer between the politician and the technical staff of experts."

On the role of the public administrator, Mr. Kaplan said that in practice it often resulted in a group of public administrators appointing another public administrator, because of the limited number of men in the field.

The basic "3 in 1" rule in Civil Service sometimes worked out, said Mr. Kaplan, so that the man appointed to a job is the one whom the Governor wanted appointed anyway.



**H. ELIOT KAPLAN**

## 5-Day Week Spreads In Public Employ

Detroit has recently adopted a straight 40-hour work week for city employees. This action was coupled with a 15 per cent increase in base rates of pay, according to the American Municipal Employees Association.

Administrative and clerical employees of Tacoma, Wash., have been put on a 5-day week.

## Quayle Describes Job - Expansion Plans of the Fire Department

Fire Commissioner Frank J. Quayle described the job-expansion plans of the department in an interview with The LEADER today.

He said that of 389 Firemen appointed, and who went into the armed forces, 200 will get jobs on April 1 and the remaining 189 on May 15. Then, between May 15 and July 1, it is assumed that the Municipal Civil Service Commission will have compiled an eligible list of returned veterans to enable appointing 200 more. These would be candidates who passed the mental examination and who had been given the competitive physical test after their discharge from the armed forces. Those who pass the competitive physical will exhaust the appointment possibilities. About 750 to 800 more Firemen will be needed thereafter to restore the 3-platoon system department-wide, expected to be achieved by July 1, 1947. Eligibles will be selected from the list resulting from the coming Fireman examination.

### Two Exams Approved

Budget Director Thomas J.

Patterson has approved the holding of examinations for Firemen and promotion to Chief of Department. Battalion Chief Frank Murphy is now the Acting Chief of Department.

Commissioner Quayle said that the department has to replace 150 pieces of old equipment, that a request has been made to the Budget Director for funds to purchase 50 new pieces as a starter.

The Commissioner is very much interested in projects for improving the welfare of the officers and men in the department. He has striven from the very beginning of his administration, Jan. 1 last, to bring the department's morale up to the very highest level. Officers and men say that he has succeeded. Acting Chief Murphy reports that the whole department is on its toes and that the Commissioner has the full support of all the rank and file.

### Clinic Project Broached

"A clinic project for members of the department may be developed in cooperation with the Honor Emergency Committee,"

said Commissioner Quayle. "The general object of the committee is to assist members in distress."

The project is in the discussion stage. The committee has accumulated funds over the years, and some of these may be devoted to the clinic, intended to serve the physical welfare of department members. Commissioner Quayle is Chairman of the committee.

The Welfare Fund of the Fire Department, Commissioner Quayle declared, is working energetically to have the hospitalization bill passed by the Legislature.

### Fire Lieutenant Test

As for the promotion examinations in other titles than Chief of Department, oral assurance has been received by the Fire Department from the Budget Director that the Fire Lieutenant examination will be approved. Thus the Lieutenant examination would be the second promotion test to be held for the department, following Chief of Department. After Lieutenant would follow examinations for promotion to Captain, Battalion Chief and Deputy Chief, but in what order has not been decided yet.

## COURT CLERKS LOSE SUIT FOR HIGHER PAY

The right of the Board of Estimate to set salaries of NYC employees was upheld by Justice Miller of the Supreme Court.

Forty clerks in the Municipal Court had brought action for back salary awards, charging that their pay scales were set by the Civil Service Commission and that the Board of Estimate was obliged to appropriate the funds.

In 1938 the Municipal Civil Service Commission set up the Court Service classification and established the following annual salary scales:

Court Clerk .....\$3,500  
Deputy Court Clerk ..\$3,250  
Assistant Court Clerk ..\$3,000

Between 1941 and 1945 the clerks who brought the action had been appointed at lower salaries than the classification established. In his opinion, Justice Miller held that the city's views, as expressed by Robert E. Hugh of the Corporation Counsel's staff, were correct, that the Civil Service Commission's gradings represented the maximum salary, but that the Board of Estimate, in the annual

budget, had the right to establish the actual salaries for the positions, as established by Section 7-A of the Municipal Code.

The 40 clerks were represented by Attorney Max R. Simon.

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# BILLS IN LEGISLATURE

## SENATE

1648. Mr. CONDON—Member of State retirement system who is veteran with war service and who was resident at time of entry therein, may retire at age 50 after 25 years or more of total service at age 60.

1657. Mr. PARISI—Annual rate of pay for Public Works Dept. employees in one of the service or occupational groups shall be increased to total of basic pay for 1945 added to war emergency pay shall become basic rate.

1658. Mr. PARISI—Fixes eight-hour day, 40-hour or five day-State mental hygiene institution; excepts emergency allows time and a half pay for overtime.

1659. Mr. PARISI—Additional annual increment of \$100 at end of each five-year period for officers and employees of State Mental Hygiene Dept.

1660. Mr. PARISI—Member of State employees' retirement system employed in Mental Hygiene Dept. attaining age 70 or after 25 years of service shall be retired on first day of month after birthday or day 25 years' service is completed.

1679. Mr. CRAWFORD—Payment of special death benefit to surviving widow of member of NYC retirement system who died after Jan. 1, 1940, and before Jan. 1, 1945, before retirement and after 40 years' city service.

1638. Mr. HULTS—Revises provisions relating to the retirement of officers and employees in the civil service of the State and certain municipalities.

1684. Mr. HULTS—Member of State employee's retirement system on or before July 1, 1947, to notify comptroller of intention to claim service during leave of absence for federal service or war work.

1882. Mr. CONDON—Eligibility for reinstatement of person whose name appears upon civil service list shall continue for not longer than his total service prior to his name being placed on list but for not less than four years, war veterans shall not be suspended or demoted until after all persons not so preferred shall first have been suspended or demoted.

1883. Mr. CONDON—Members of U. S. armed forces disabled in war service and honorably discharged shall be appointed or promoted in civil service before any other promotions or appointments are made; until Dec. 31, 1950, but not less than five years after discharge, other veterans shall be entitled after disabled veterans, to similar preference in appointment and promotion.

1885. Mr. CONDON—State classified civil service employee whose annual pay is not over \$4,000 shall be paid 1½ times regular rate for work in excess of 40 hours week.

1886. Mr. CONDON—Provisions relating to hours of labor of State employees in Correction, Health, Mental Hygiene and Social Welfare Depts. to include employees in farming, housekeeping and domestic service and in operation or repair of vehicles.

1887. Mr. CONDON—Five instead of six-day week for State employees and prohibits employment for more than eight hours in 24-hour period.

1907. Mr. RUDD—Civil service employee shall not be granted credit for time served as provisional appointee.

1908. Mr. WICKS—Extends to Jan. 1, 1947, provision for allowing prior service credit for new members of N.Y.C. employees retirement system, including service as member of legislature from a N.Y.C. district.

1973. Mr. BAINBRIDGE—Teachers in Social Welfare Dept. shall not be required to work more days a year or hours a day than those in Mental Hygiene.

1979. Mr. CONDON—Teacher who did pay additional contributions to retirement system to obtain same allowance as if salary had not been reduced, may elect to continue paying additional contributions.

1982. Mr. COUDERT—Strikes out maximum limit of \$3,000 a year on salary of typists in appellate division, 1st dept.

1983. Mr. COUDERT—Permits members of NYC retirement system on or before June 30, 1946, to apply for and be credited with prior city service and to have double deductions for payment of annuity savings fund for service rendered before membership in system.

1995. Mr. HALPERN—Increases maximum pay of employees in State armories.

1997. Mr. HALPERN—On transfer from one retirement system to another, contributor shall not be entitled on retirement within ten instead of five years of date of transfer to greater or lesser pension than he would have received had he remained in first system.

2000. Mr. F. J. MAHONEY—Member of NYC retirement system credit for service with pay as voluntary probation officer in general sessions court.

2005. Mr. MORITT—Regrades certain positions in mechanical and instruction service of State.

2011. Mr. WICKS—Increases to \$2,000 minimum annual salaries of teachers in school districts outside of NYC.

2016. Mr. W. J. MAHONEY—Allows issuance of group life insurance for association or organization of uniformed firemen in existence at least five years and having 90 members.

2017. Mr. W. J. MAHONEY—Salary schedules for teachers, supervisors and administrators in instructional division of education board of city of less than 1,000,000 and more than 140,000 shall be not less than salaries on Jan. 31, 1946; maximum salary shall not be less than \$3,000 for secondary school teachers and \$2,600 for elementary teachers, to be reached by annual increments of not less than \$100.

2019. Mr. CONDON—Provides for retirement of uniformed personnel in Correction Dept. after 25 years of service or at age 60.

2025. Mr. HAMMER—Annual pay of uniformed forces of NYC Correction Dept. on July 1, 1947, shall be as approved by qualified electors of city; salaries and grades to be submitted to referendum.

2040. Mr. W. J. MAHONEY—Strikes out provisions for case supervisors, employment directors and parole officers in parole division, executive dept., and authorizes parole board to appoint officers and employees.

2041. Mr. COUDERT—Member of pension system transferring to another system shall not be entitled to greater or less pension for service on account of which a reserve is transferrable, instead of for service rendered before his transfer.

2051. Mr. CRAWFORD—Minimum retirement allowance paid to NYC teacher on retirement shall be not less than \$840 a year.

2067. Mr. ERWIN—Continues to Dev. 1, 1947, provision that civil service classification board may allocate to appropriate title position of State employee, without examination and subject to approval of civil service commission.

2068. Mr. ERWIN—Person suspended from State Public Works Dept. may be reinstated before Dec. 1, 1946.

2069. Mr. ERWIN—Employee of State Public Works Dept. demoted in title or salary after Jan. 1, 1932, may be reinstated to position or to equivalent position, if reinstatement is made before Dec. 1, 1946.

2082. Mr. COUDERT—Acceptance of employment with U. S. government outside of State, by person receiving State or municipal pension or retirement allowance, shall not suspend or forfeit either such pension or allowance.

2091. Mr. F. J. MAHONEY—Salaries of officers and employees of NYC court of special sessions



LEADER Staff Photo

A special event of considerable interest and importance was the swearing in of two NYC Fire Department officers and 20 Firemen in promotion ceremonies. Commissioner Frank J. Quayle, paper in hand, congratulates Martin Carrig, new Assistant Chief. At Mr. Quayle's right is Acting Fire Chief Frank Murphy. At Mr. Carrig's left is Richard Burke, now Deputy Chief of Department.

## CARRIG AND BURKE PROMOTED WITH 20 MARINE FIREMEN

Frank Murphy, Acting Chief of the Fire Department, has a new Assistant Chief, Martin Carrig, who as a Deputy Chief of Department was in charge of Brooklyn and Queens. Mr. Carrig's former post has been given to former Deputy Chief Richard Burke.

Acting Chief Murphy now has 3 Assistant Chiefs. The two others are Timothy Donovan and Edward G. Conway.

Fire Commissioner Frank J.

Quayle congratulated the two newly-elected fire officers and 20 Firemen who were promoted at a special ceremony in the Municipal Building.

Four Firemen were promoted to Pilots in the Marine Division and 16 were made Marine Engineers.

Effective last Saturday, the 3-platoon system was extended to all Pilots and Marine Engineers in the department.

shall be fixed by justices of court. 2120. Mr. CONRAD—Municipality with Sanitation Dept. shall be liable for negligence of employees in operating Dept. vehicles.

2131. Mr. FINO—Public employee appointed from special eligible list or promotion list for benefit of those absent in military duty shall be deemed to have been appointed on earliest date upon which any person lower on list was appointed and shall receive same pay.

2133. Mr. FRIEDMAN—If after taking special military promotion examination, employee determines that it is not comparable to similar examination held while he was absent on military duty, may apply to Supreme Court for new examination.

2135. Mr. HAMMER—New grade of positions of employment interviews for handicapped persons, and employment counsellor, parole officers and employment manager in State welfare service.

2139. Mr. HALPERN—Member in NYC service who on or before Oct. 1, 1946, files with retirement system application for service credit and consents to payments to annuity savings fund shall be credited in addition to other creditable service with service as U. S. marshal.

2140. Mr. HALPERN—Teacher in NYC schools who has received permanent appointment shall be granted contract of permanent employment.

2143. Mr. MORITT—Changes grade of teacher, vocational instructor and education supervisor in prison safety service of State Correctional institutions.

2144. Mr. MORITT—Changes classification of criminal hospital attendants to guards, sergeants, lieutenants and captains.

2147. Mr. WACHTEL—Examination for promotion to competitive civil service class positions shall consist of two parts, one to be a test and the other to consist of credit for seniority and record.

2148. Mr. WACHTEL—NYC education board shall receive applications from non-regular or substitute teachers who before Jan. 1, 1946, have been licensed to teach in public schools of City who are eligible and who have taught under such licenses satisfactorily for not less than three school years.

2170. Mr. HOLLOWELL—Increases from \$2,080 to \$2,250 annual salary for stenographer and deputy clerk of Ontario County Surrogate's Court.

### ASSEMBLY

1941. Mr. WILSON—Member of State retirement system who is veteran with war service and who was resident at time of entry therein, may retire at age 50 after 25 years or more of total service or at age 60.

1965. Mr. BARRETT—Provides

temporary salary adjustment for State employees based on changes in living costs.

2196. Mr. WASHBURN—Employees of State mediation board shall be appointed in accordance with Civil Service Law.

2276. Mr. AUSTIN—(Same as S. 2005.)

2277. Mr. AUSTIN—No fees shall be required of applicants for civil service promotion examinations.

2278. Mr. AUSTIN—Retirement of members of State employees' retirement system after 25 years of service or at age 60.

2287. Mr. CREWS—In determining service credit for NYC employees' retirement system members, service as member of State assembly representing district in NYC service.

2288. Mr. DEL GIORNO—Municipality with Sanitation Dept. shall be liable for negligence of employees in operating Dept. vehicles.

2290. Mr. DWYER—Examinations for promotion to competitive civil service class positions shall consist of two parts, one to be a test and other to consist of credit for seniority and record.

2311. Mr. VAN DUZER—Forbids removal of prison officer, prison guard, correction officer, or firemen from competitive civil service position, except for incompetency or misconduct.

2312. Mr. VAN DUZER—State teachers' retirement board to furnish member of system with statement of prior service.

2321. Mr. ARCHINAL—(Same as S. 1995.)

2334. Mr. OSTERTAG—Continues preference in appointment and promotion to civil service positions granted to disabled veterans and adds new preference for non-disabled veterans, for 5-year period; also adds new preference in retention in event of abolition or elimination of position to which preference is granted; disabled veteran shall have preference over non-disabled veteran and non-disabled veteran shall have preference over non-veteran.

2382. Mr. TURSHEN—When

position in higher educational unit in NYC is abolished, it shall be that of person having least seniority among persons holding similar positions, except where person is leading authority in his field.

2408. Mr. FOY—Creates temporary commission to study State retirement rights and benefits and submit plans for liberalization.

2437. Mr. WALLACE—Increases from three to five membership of State Civil Service Commission, at least two of whom shall be veterans.

2459. Mr. FINE—All persons employed in institutions under jurisdiction of Correction, Mental Hygiene, Social Welfare and Health Depts. shall be furnished required uniforms at State's expense.

2460. Mr. FLYNN—NYC transportation board to grant leave of absence for employees who were war veterans, on Memorial and Armistice Days.

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## Social Security Benefits Found to Exceed Those of U. S. Pension System

A committee of employees of the N. Y. Navy Yard has drawn a comparison between the benefits of Social Security and the Federal Pension System, and say that the U. S. plan comes out a poor second.

First they point out that the employee pays 1 per cent of his salary into Social Security, but 5 per cent into the Federal Fund. However, the Social Security provides benefits for wives and children, but the U. S. Retirement

System does not. In addition, the non-Government employee gets unemployment insurance, while the ex-Federal employee does not.

Next, the committee criticizes the \$1-a-month "tentative" book-keeping charge, which costs the employee who leaves the Federal service after 5 years \$60. No similar charge is made by Social Security.

The report of the committee was issued by George Cook, John Bernard and Albert Bitto.

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